

COMMITTEE STRUCTURE

RESOURCES COMMITTEE (with delegated authority)

Remit – Complaints, Finance, Personnel, Pupil Discipline

Members: Mr Smith, Mr Thomas, Ms McCarthy, Mr Sedman, Mrs Atkin and Headteacher

Committee Chair – to be appointed at each meeting

Committee Clerk – Mrs Curtis

Terms of Reference:

Appointments Function

To appoint all full time teaching staff

All non-teaching staff and any temporary or part-time teaching staff be appointed by the head teacher and one other governor

Governors serving on the appointments committee should have preferably undertaken training on recruitment and selection.

Statutory Requirement:

When appointing a Head or Deputy Head Teacher the full Governing Body will be required to meet, with a 50% quorum, for the purpose of electing the Selection Committee.

Personnel Function

- appraisal based salary recommendations for teaching staff
- pay grading issues (with the Headteacher, in liaison with the LA, being empowered to deal with the annual incremental pay awards for all non-teaching staff)
- redeployment/redundancy
- disciplinary issues
- to act as an initial hearing
- use of fixed term contracts

NB the power to consider the salaries of all other teaching staff be delegated to the head teacher subject to details being sent to the LA's Human Resources team.

Complaints Function

To hear any complaints with the exception of curriculum issues in line with the school's complaints procedures

Extent of Financial Delegation:

- The Head Teacher be empowered to amend the budget during the course of the year (virements) up to £10,000
- The Resources Committee be empowered to amend the budget during the course of the year

(virements) above £10,000

- The Resources Committee be empowered to monitor spending during the year against the budget and decide upon corrective action where necessary to avoid overspending and enable any underspend to be allocated to another project.
- The Head Teacher be given the power to incur expenditure within the approved budget to a limit of £10,000 for a single transaction
- The Resources Committee to be given the power to incur expenditure within the approved above £10,000 for a single transaction
- The Head Teacher be empowered to dispose of surplus equipment to a limit of £5,000
- The Resources Committee be empowered to dispose of surplus equipment above £5,000
- The Resources Committee be empowered to review and approve any changes to the best value statement.
- The Resources Committee be empowered to approve, monitor and review the operation of the procedures required by SFVS and to decide upon any corrective action that may be deemed necessary.
- to review the charges for the community use of the school.
- The Resources committee be empowered to buy into service level agreements except the clerking SLA which was required to be a full governing body decision.
- The Resources committee be empowered to approve the budget
- The Resources Committee review the financial skills of the governing body and the whistleblower's policy and annually undertake benchmarking of income and expenditure.

Health and Safety

- to consider all issues relating to the fabric of the buildings and grounds including regular site inspections each term
- to ensure compliance with health and safety regulations including regular review of health and safety manuals 1-3
- to make recommendations to the Head Teacher or full governing body as appropriate
- To review and approve any policies relating to site security
- To ensure compliance with the School Buildings Handbook

Pupil Discipline

- To hear all pupil exclusions in accordance with the relevant legislation

School Improvement Committee (with delegated authority)

Members: Ms Driscoll, Mrs Tansley, Headteacher, Mrs Peck, Mrs Peck

Remit – Appeals, Attainment, Curriculum, School Development, Target Setting

Committee Chair – Ms Driscoll

Committee Clerk – Mrs Curtis

Terms of Reference:

Curriculum and Whole School Development

- To be involved in the development of the school's vision, values, ethos and Statement of Aims

- To consider the school development plan and SEF
- To review school self-evaluation processes and judgements
- To develop the governors' 3-year strategic direction plan for the school
- - to review relevant data, progress and attainment
- To receive governors' monitoring visit reports
- To arrange governor learning walks

School Results

- to consider areas for development and the impact of strategies put in place for improving performance

Appeals Function:

NB the number of governors hearing the appeal must equal the number of governors who originally heard the matter

NB the governors hearing the appeal CANNOT have any prior knowledge of the matter being appealed.

- To deal with any appeal on a range of issues to include: -
 - pay-grading
 - redeployment/redundancy
 - grievance appeal
 - collective disputes
 - disciplinary matters
 - fixed term contracts
 - performance management

NB the Chair had delegated authority to nominate substitute governors to any committee to form a quorum.

NB. Safeguarding was the remit of the full governing body and would be considered at each School Agenda Full Governing Body meeting held in the second half of each term.