

**GOVERNING BODY OF CHALONER PRIMARY SCHOOL
COMMITTEE/WORKING PARTY STRUCTURE AS AT 31st January 2019**

The governing body has delegated some of its permanent functions to a number of committees. The structure of established committees is detailed in this paper. Each committee will be appointed a Chair and Clerk by the committee, in accordance with agreed procedures.

The proceedings of all committee meetings will be recorded and circulated to all members of the governing body.

Finance and Premises Committee

Mrs Mary Parker (Head Teacher)
Mr Mike Bloomfield (Chair)
Miss Sarah Sollett (Vice Chair)

Mr Jordan Jackson-Bailey
Mrs Kimberley Weedall

Quorum: 3, minimum of 2 to be non-staff

Clerk: Angela Livingstone

Remit:

Finance

- To consider the budget allocation from the LA and approve a budget for the financial year.
- 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 as specified the school's scheme of financial delegation.
- 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 ensure adherence to the requirements of the School Funding Framework, Council's Procurement Regulations and EU Procurement Regulations.
- To comply with the requirements of the Schools Financial Value Standard.
- To ensure that the governing body complies with Data Protection requirements.
- To consider and agree Service Level Agreements.

- To consider application for early retirement from the Head Teacher.
- 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 ensure the school adheres to Safer Recruitment practices.
- To review and approve staff related policies at designated intervals.
- To determine the staffing levels and annual teaching staff establishment and make decisions on advertising posts.
- 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 and are consulted on policies and proposals as appropriate.
- To consider succession planning arrangements in relation to school leadership.
- To ensure the school adheres to workforce reform requirements.
- To ensure that regulations relating to Health and Safety are adhered to.

Premises

- To work with the Headteacher in developing a long term plan for improving the facilities and premises for staff, pupils and any other visitors or users of the premises.
- To place proposals to the Governing Board for an annual maintenance and decoration plan.
- To monitor the conditions of the school premises and grounds regularly and report to the Governing Board on general repair and maintenance.
- To recommend to the Governing Board reasonable adjustments to premises to improve disabled access.
- To ensure that an annual risk assessment of the school premises is carried out, to make regular assessments of any risk factors which may put the health, safety and welfare of staff, pupils and visitors at risk.
- To receive a report of any Health and Safety issues and changes in procedures.
- To ensure that fire drill and evacuation is held at least once a year.
- To review any problem areas and agree a plan of action, with updates on progress.
- To ensure that there are agreed procedures for reporting any H&S concerns.
- To receive a report of any issues on Educational trips or visits and review the Policies in accordance.

Curriculum Committee

Mrs Mary Parker (Head Teacher)
Mr Mike Bloomfield (Chair)
Mrs Helen Dolan
Mrs Catherine O'Brien

Mrs Bridget Sutton
Mr Anthony Dale
Mrs Jenny Martin

Quorum: Three members of the Committee must be present for decision making. Minimum of two to be non-staff.

Delegation: This Committee has delegated powers as outlined in the remit below

Remit:

- Review and set targets annually, including pupil attainment targets, as part of the School Improvement Plan.
- Set and agree attendance targets annually.
- Contribute to and monitor the implementation of the School Improvement Plan / Action Plan in the area of raising standards.
- Review and approve the school's Curriculum Statement.
- Review and approve the policy and provision for collective worship and Religious Education.
- Review the information concerning raising standards to be published in the School Prospectus and report to the Governing Body.
- In collaboration with staff provide information about how the curriculum is taught, evaluated and resourced.
- Review and approve the policy and provision for sex education.
- Review and approve the school's Special Educational Needs Policy/SEND Local Offer.
- Review and approve the school's Behaviour Policy.
- Review and approve the whole school drug policy.
- Review and approve the information in the School Profile and School Prospectus.
- Review the Home School Agreement annually.
- Revise the Homework policy on an annual basis.
- Review and approve all other curriculum related policies.
- Monitor the implementation of all the policies for which the committee is responsible.
- Ensure the statutory content of the website is published and up-to-date
- Review and approve the school's Complaints Policy
- Review and approve the Looked After Children Policy
- Review and approve the Pupil Premium Policy
- Review and approve the Supporting Pupils with Medical Conditions Policy

Pupil Discipline Committee

Three governors to be selected by the Chair of Governors (excluding any governors paid to work at the school), who are available to be called on to hold a meeting.

Quorum: Three members of the Committee must be present for decision making.

Remit:

- To make recommendations to the full Governing Body about general principles on school discipline.

- To review policy statements relating to pupil discipline, behaviour and related matters and to recommend any changes to the Governing Body.
- To determine matters relating to the reinstatement of excluded pupils.

Complaints Committee

Three governors to be selected by the Chair of Governors (excluding any governors paid to work at the school), who are available to be called on to hold a meeting.

Quorum: Three members of the Committee must be present for decision making.

Clerk: Angela Livingstone

Remit:

- To consider any appeals arising from the FOIA (Freedom of Information Act) requests.
- To consider complaints forwarded for consideration by the governing body.

The Guisborough Heads Group would be approached for support with complaints hearings when an independent member of the panel is required.

Pay Review Committee

Mr Mike Bloomfield (Chair)
Mrs Bridget Sutton
Mrs Catherine O'Brien

Mrs J Martin

Quorum: Three governors from the above pool of named governors

Clerk: To be determined by Committee

Remit:

- To implement, monitor and review the Pay Policy for all staff and ensure compliance with statutory provisions for both teaching and non-teaching staff.
- To make arrangements for the Pay Policy to be published and available under the agreed Freedom of Information Publication Scheme.
- To undertake an annual review of all teaching staff salaries, including those of the Head and Deputy Head Teacher, in accordance with legal requirements.
- To provide each member of staff with a written statement confirming his/her salary with effect from 1st September each year and to ensure that all staff are informed of the procedures for presenting individual cases to the Pay Review Committee and for submitting any subsequent appeals to the Staffing Appeals Committee.
- To undertake a review of the school group and ISR at each annual salary review for the Head and Deputy Head Teacher.
- To report all decisions on pay to the Governing Body.

- To ensure that procedures required by school governance legislation are complied with, especially with regard to agenda and minutes.
- To ensure that detailed records are kept of all matters and minutes relating to pay.
- To review the rate of payment for out of school hours learning activity work carried out by teaching and support staff, where applicable, on an annual basis.
- To be accountable for decisions taken on matters of pay.

In the event of any member of staff being dissatisfied with his/her pay decision and the matter cannot be resolved following discussion with the Chair of the Committee, the committee will hear representation from that staff member at a meeting convened specifically for this purpose.

Appraisal Committee

Mr Mike Bloomfield
Mrs. Bridget Sutton
Mrs Catherine O'Brien

Quorum: 2

Clerk: To be determined by the committee

Remit:

- To set a timescale for the planning meetings with the external adviser and the review meeting itself.
- To ensure that the school documentation required by the external adviser is supplied.
- To undertake the Performance Review of the Head Teacher 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.
- To appoint an external adviser annually.

PROCEDURE FOR APPOINTMENTS AND DISMISSALS

The Governing Body will work in collaboration with the Headteacher on all matters relating to appointments and dismissals.

STAFF HEARING COMMITTEE

Membership:

At least three governors to be selected by the committee (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 COMMITTEEMembership:

At least three governors to be selected 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 Appraisal procedures, including any appeal from the Head Teacher. (Appraisal appeals are dealt with under the grievance procedure).

LINK GOVERNOR ARRANGEMENTS

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| Mrs J. Martin | Curriculum |
| Mrs B. Sutton | SEND & Pupil Premium |
| Miss S. Sollett | Finance |
| Mr Mike Bloomfield | Safeguarding |
| Mrs K Weedall | Attendance |

Safer Recruitment Qualified

Mrs Mary Parker (Head Teacher)
Mr Mike Bloomfield

Mrs Bridget Sutton
Mrs Jenny Martin