

GOVERNING BODY OF MILL LANE PRIMARY SCHOOL
COMMITTEE MEMBERSHIP, MEETING DATES AND LEVELS OF DELEGATION
AS AT SEPTEMBER 2018

A. FULL GOVERNING BODY

If required, a Mentoring Meeting for new governors will be held at 3.30 pm prior to the first Governing Body meeting of each term

Chair: **Mrs L.Lingard**

Vice Chair: **Dr Ruksanna Ahmad**

Meeting Dates: **4.30pm Tuesday 20 November 2018**

4.30pm Tuesday 2nd April 2019

4.30pm Tuesday 25th June 2019

1. To appoint Chair and Vice Chair;
2. Appoint Co-opted Governors;
3. To receive FGB/Committee minutes;
4. To receive a termly HT Report;
5. To review the FGB committee structure and terms of reference;
6. To receive termly reports from the Local Authority;
7. Review accountability of stakeholders and partners
8. Annual self-assessment of governance.
9. To ensure and maintain an up to date list of governors' pecuniary interests (Autumn)
10. to receive reports from Link Governors

GOVERNING BODY OF MILL LANE PRIMARY SCHOOL
DELEGATION OF FUNCTIONS TO COMMITTEES
AS AT SEPTEMBER 2018

SCHOOL IMPROVEMENT COMMITTEE

- to approve the School Improvement/Development Plan;
- to monitor and evaluate implementation of the Plan throughout the year;
- to monitor and evaluate the SEF
- to monitor and evaluate pupil performance figures throughout the year;
- to consider, review and approve Curriculum and other related policies;
- to monitor and evaluate the implementation of the policies;
- to develop and promote links with parents and the local community;
- to consider requests for educational visits in line with agreed policy and procedures;
- to evaluate the effectiveness of the CPD Policy and the quality of teaching and learning throughout the school;
- to attend training where appropriate.

RESOURCES COMMITTEE

Financial Matters

- to consider and approve the budget allocation from the Local Authority (LA) and virements during the course of the financial year, between budget headings;

- virements to a maximum of £10,000 to be vired between budget headings during the course of the financial year to be delegated to the Headteacher;
- new sources of funding received during the course of the financial year, after the budget has been set, to be approved within the same limits and arrangements as set for virements
- to monitor and evaluate issues relating to finance in the School Improvement/Development Plan for improvement.
- to monitor spending against the agreed budget by examining financial statements during the year, at least termly;
- to ensure that the school operates within the financial regulations of LA and the requirements of the DfE and SFVS;
- to consider and ensure the outturn position is in line with LA regulations;
- to establish and maintain an up to date financial forward plan;
- to consider the school audit, agree an action plan and monitor and report on its implementation;
- day to day management of the budget to be delegated to the Head Teacher;
- to consider and approve the school's Charging and Remissions Policy;
- to review and approve the Lettings Policy and lettings charges on an annual basis;
- to determine a Financial Procedures Policy and undertake an annual review and to monitor its implementation;
- to agree and review a policy on the purchase, sale and disposal of equipment;
- to consider and approve requests for the disposal of obsolete equipment
- to oversee management of and annually review the audited accounts of any private school's funds;
- to manage and enter into on behalf of the Governing Body any contracts for work in line with the LA related standing orders;
- to consider, review and approve financial related policies;
- to attend training where appropriate;
- to consider reporting mechanisms to parents in relation to financial matters;
- to consider nursery admission arrangements and procedures and other consultation issues with the LA;
- to ensure and maintain an up to date list of governors pecuniary interests.
- To review findings of financial benchmarking exercises

Staffing Matters

- to consider and review the staffing structures and identify the number and deployment of posts;
- to consider, review and approve the Appraisal Policy on an annual basis;
- to consider, review and approve the Pay Policy on an annual basis;
- to consider, review and approve the CPD Policy on an annual basis;
- to ensure that procedures are in place with regard to employment policies and to ensure they fit into the overall School Improvement/Development Plan and whole School Pay Policy;
- to ensure that proper recognition of equal opportunities policies is maintained thus preventing discrimination.
- to review job descriptions regularly and where responsibility or accountability is increased to reconsider the grade in accordance with the appropriate guidelines including the job evaluation scheme for support staff determined by LA;
- to consider, review and approve related policies;
- to review the Confidential Reporting Policy on an annual basis
- to attend training where appropriate.

Appointment of Staff

- Head and Deputy Head Teacher - Governor Selection Panel;
- Staff appointments in the leadership group are the responsibility of the Headteacher, (with governor involvement)*;
- All other appointments are the responsibility of the Headteacher.

Premises Related Matters (Inc. Health and Safety)

- to liaise with LA Officers (Aided Schools – and Diocesan Officers) in order to maintain/improve the building within the budget set by the Governing Body and in accordance with procedures and practices;
- to liaise with the site supervisor in order to maintain/improve the standard of hygiene and cleanliness within the budget allocation;
- to liaise with the grounds maintenance contractor in order to maintain/improve the grounds within the budget allocation;
- to consider and advise the Governing Body on regulations relating to Health and Safety;
- to consider and review the Asset Management Plan;
- to consider and approve the Accessibility Plan;
- to consider and action the LA's Health and Safety Inspection Plan
- to consider, cost, prioritise and make recommendations on the long term care and improvement of the buildings, grounds, furniture and fittings;
- to monitor and evaluate issues relating to premises within the School Development/Improvement Plan;
- to consider applications for lettings and use of the school facilities;
- to consider, review and approve premises and Health and Safety related policies;
- to consider the safeguarding of pupils;
- to attend training where appropriate.

CHALLENGE COMMITTEE

- to monitor and improve the standard of teaching;
- to review the Headteachers progress against appraisal objectives and in line with the School Development Plan (SDP);
- to review the SDP in detail and address any outstanding issues;
- to analysis the Collaborative Review.

PAY REVIEW / APPRAISAL COMMITTEE

- to consider the recommendations of the Headteacher or delegated representative in relation to the pay of the school workforce, including the annual review of all staff;
- to apply fairly, criteria related to discretionary areas of pay, as identified within the Pay Policy;
- to receive initial representations made by staff where there is a dispute regarding pay;
- to ensure that statutory and contractual requirements are applied to all staff groups;
- to ensure that adequate records of decisions are kept;
- to meet with the external School Improvement Advisor to discuss the Headteacher's performance objectives;
- to decide, with the support of the SIA, whether the objectives have been met and to set new targets annually;
- to monitor through the year the performance of the Headteacher against the objectives;
- to ensure the Headteacher's salary is reviewed annually (between 1 September and no later than 31 December) in light of objectives.
- to agree a pay scale for Main Pay Scale; Upper Pay Range, Leading Practitioners and Unqualified teachers within the minimum and maximum points as stated in the current *document* with effect from 1st September 2015
- to determine how pay decisions will take into account the performance of teachers in applying the uplift to the national framework for 1st September 2016
- ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October each year, and the 31 December in the case of the Headteacher's annual review
- to consider reviews at other times in the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay

- assign the school to a Headteacher group for new appointments, by reference to the schools total unit score as per *the document*
- determine if a review is necessary of all of the school leadership posts
- determine on review or appointment a salary range for Headteacher, Deputy and Assistant Headteachers in accordance with *the document*
- to determine salary at the time of the annual review for all staff
- to apply fairly, criteria related to discretionary areas of pay, as identified within the Pay Policy
- to consider the recommendations of the Headteacher or delegated representative in relation to the pay of the school workforce.
- to consider initial representations made by staff where there is a dispute regarding pay
- to ensure that statutory and contractual requirements are applied to all staff groups
- to review job descriptions regularly and where responsibility or accountability is increased, to reconsider the grade in accordance with appropriate guidelines, and the job evaluation scheme for support staff determined by the LA
- to ensure that adequate records of decisions are kept

PAY APPEALS COMMITTEE

- to consider any appeal from a member of staff arising from the Pay Review Procedures.

INITIAL COMMITTEE

- to discuss the need for reduction in staffing and, if necessary, set criteria for nominations;
- to liaise with and consult the unions and professional associations prior to the meetings of the Nominating Committee.

NOMINATING COMMITTEE

- to apply the criteria set by the Initial Committee to nominate a member of staff for possible redundancy in consultation with the LA;

HEARING COMMITTEE

- to consider representations made on behalf of staff whom the Governing Body proposes to dismiss and to determine whether that member of staff is dismissed under Redundancy Procedures, or where required hear cases under Capability, Grievance or Disciplinary Procedures.

APPEALS COMMITTEE

- to hear an appeal from a member of staff against the decision by the Governing Body to dismiss him/her and to determine in light of the appeal, whether he/she should be dismissed.
- to hear appeals under Capability, Grievance or Disciplinary Procedures.

PUPIL CARE AND DISCIPLINE COMMITTEE

- to be responsible for the school's Disciplinary Procedures as agreed by the LA and within the appropriate legislation;
- to look at pastoral care and review behaviour and achievement policies;
- to hold hearings to consider pupils excluded from school with a view to readmission or permanent exclusion.

COMPLAINTS COMMITTEE

- to receive and consider parental complaints in line with the Governing Body's policy

PROCEDURES FOR THE APPOINTMENT OF CHAIR AND VICE CHAIR OF GOVERNORS

- Chair of Governors Term of Office - 2 years
- Vice Chair of Governors Term of Office - 2 years
- Election Procedures - Nominee to be proposed prior to or at the meeting
- Election Process - Open Vote