

**NEWCOMEN PRIMARY SCHOOL**  
**COMMITTEE/WORKING PARTY STRUCTURE**  
(AS AT 5 October 2016)

Standing Committees dealing with finance, staffing and curriculum were disbanded from autumn 2015. All functions previously undertaken by those committees are undertaken by the governing body who meet three times a term.

**As of autumn 2015 the Resources Committee was disbanded and the following remit was resumed by the Governing Body:**

Remit:

(Finance & Staffing)

- 1 To consider the budget allocation from the LA and approve a budget for the financial year.
- 2 To monitor spending and examine outturn figures during the financial year.
- 3 To review relevant aspects of the School Development Plan.
- 4 To monitor alternative sources of income.
- 5 To decide on staffing levels.
- 6 To vire between budget headings during the course of the year, providing these were carried out in accordance with the provisions of the Scheme of Delegation
- 7 To ensure the implementation of the Governing Body's Equal Opportunities Policy.
- 8 To advise the Governing Body on the school's Charging and Remissions Policy.
- 9 To advise on matters relating to competitive tendering.
- 10 To agree to the purchase of services delegated from the local authority and to approve service level agreements and other contracts.
- 11 To adhere to financial procedures and LA financial regulations and standing orders.
- 12 To ensure adherence to the requirements of the Schools' Financial Value Standard, School Funding Framework, Council's Procurement Regulations and EU Procurement Regulations:
- 13 To receive a annual report on the operation of the performance management cycle and a summary of reviews.
- 14 To monitor implementation of the Pay and Performance Management policies and review these at least annually.
- 15 Responsibility for governors' allowances, staff discipline, conduct and grievance procedures and allegations of abuse against staff.

(Premises)

- 1 To regularly inspect the building and equipment.
- 2 To decide on priorities for decoration.
- 3 To ensure Health and Safety inspections are carried out.
- 4 To agree lettings and set tariffs for use of the school and its facilities

**PERFORMANCE MANAGEMENT AND PAY REVIEW COMMITTEE**

Membership:

Mr M Hassack  
 Mr B Greenwood  
 Mrs S Hobday

Quorum: 3 (2 with maximum of 3 for HT Performance Management)

Remit: **(to be made consistent with Pay Policy)**

- 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, after the Head Teacher's performance management review
- to provide each member of staff with a written statement confirming his/her salary with effect from 1<sup>st</sup> 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 The (School Government) Regulations 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.**

Performance Management

- 1 To set a timescale for planning meetings with the external performance management adviser and the review meeting itself.
- 2 To ensure that the school documentation required by the School Improvement Partner is supplied.
- 3 To undertake the performance review of the headteacher and agree objectives for the year.
- 4 To monitor objectives during the year.
- 5 To review objectives at the end of the year, producing a written statement on the headteacher's performance.
- 6 Appoint the external performance management adviser

## **PUPIL DISCIPLINE AND COMPLAINTS COMMITTEE**

### Membership:

Any three governors not paid to work at the School selected by the Chair, not previously involved with the pupil or complaint

### Quorum: 3

For the purposes of hearing complaints and dealing with exclusion matters three governors will be present

### Remit:

- 1 To make recommendations to the Governing Body about general principles on school discipline.
- 2 To determine matters relating to pupil exclusions, including permanent exclusions.
- 3 To consider and investigate any complaints received, as appropriate.

**NOTE:** There must be at least 3 governors present, excluding the Head Teacher and any person employed at the school, for ordering the reinstatement of an excluded pupil and for considering complaints. The three governors will be selected by the Chair

**Curriculum Committee was disbanded on 8<sup>th</sup> July 2015 and the following remit was resumed by the Governing Body:**

### Remit:

- 1 To advise the Governing Body in the establishment and review of a curriculum policy statement and review the curriculum.
- 2 To advise the Governing Body in establishing and reviewing policies for religious education and collective worship.
- 3 To establish and review the policy on sex education
- 4 To make recommendations regarding the School Development Plan.
- 5 To develop a Language Plan.
- 6 To determine performance targets in accordance with statutory requirements, and to monitor progress ensuring that appropriate action is taken to achieve targets, as far as is possible.
- 7 To assume responsibility for overseeing FOIA arrangements.
- 8 To develop and agree an action plan to implement the phases of the National Agreement; and to approve and monitor policies for both Cover Procedures and Planning, Preparation and Assessment, following consultation with staff.
- 9 To consider to what extent the school was already meeting its duty to promote community cohesion and, if necessary, what more could be done to ensure the duty was met
- 10 To approve the Single Equality Scheme
- 11 To approve the Child Protection Policy

## **ESafety Working Group**

Mr E Jones (Chair)

Mr M Roberts  
Mr B Greenwood

### **LINK GOVERNOR ARRANGEMENTS**

Governors meet with staff at different Key Stages, Governors then feedback to a full governing body meeting. Dates and times are arranged each year.

#### 2016/17 Dates

- 22<sup>nd</sup> February 2017
- 7<sup>th</sup> June 2016

CHILD PROTECTION/  
SAFEGUARDING                      Mr B Greenwood

LOOKED AFTER CHILDREN      Mr E Jones

LGA REPRESENTATIVE          Mrs S King

GOVERNORS TRAINED IN SAFER RECRUITMENT: Mrs K Pusztai, Mrs S Hobday,  
Mr E Jones, Mr M Hassack

## **STAFF DISCIPLINARY, DISMISSAL, REDUNDANCY AND APPEALS COMMITTEES**

The governing body has delegated the power to appoint and dismiss staff outside of the Leadership Group, to the Head Teacher. Therefore, in the event of a potential redundancy situation, the initial stages indicated below are delegated to the Head Teacher, with the support of the Chair:

- To identify the need for staff reduction and, if necessary, set the criteria for nomination and the timetable for the process.
- To liaise with and consult relevant professional associations and trade unions.
- To nominate a member of staff to be dismissed in relation to over-established posts, in accordance with the set criteria.

A Hearing and/or Appeals Committee will consider the latter stages of the redundancy process, as appropriate.

The governing body has also delegated to the Head Teacher the power to take appropriate action under disciplinary and capability procedures. These committees will, therefore, also be utilised to manage issues arising from capability, disciplinary, pay review, performance management and grievance procedures.

### **HEARING COMMITTEE**

#### **Membership:**

This committee will comprise at least three governors, excluding those paid to work at the school, as selected by the Chair of Governors.

**Quorum:** 3

#### **Remit:**

This committee will:

- hear cases arising from disciplinary or capability procedures where the member of staff in question is the Head Teacher or another member of the Leadership Group and to determine the appropriate course of action, which may include dismissal
- hear cases arising from 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
- 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 Leadership Group

### **APPEALS COMMITTEE**

#### **Membership:**

This committee will comprise at least three governors, excluding those paid to work at the school, as selected by the Chair of Governors. Involvement of any governor at an earlier stage of proceedings will exclude them from membership of this committee

**Quorum:** 3

**Remit:**

This committee will 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 arising from performance management procedures, including any appeal from the Head Teacher

**Notes:**

The Head Teacher to attend meetings of the above committees in an advisory capacity only.

The Chair of Governors will consider a grievance against the Head Teacher at Stages 1 and 2 of the agreed Grievance Procedure