

GOVERNING BODY OF LOCKWOOD PRIMARY SCHOOL

**COMMITTEE STRUCTURE**

**Arrangements for the delegation of the governing body’s functions to committees as last reviewed on 02 February 2022.**

The Governing Body recognises its responsibility to be the final arbiter on all policy matters and decisions concerning the management of the school. It is the Governing Body’s intention to delegate responsibilities adequately so as to ensure the most efficient and effective delivery of policy.

The Governing Body may, from time to time, establish Working Parties without delegated powers to consider key issues with a view to recommending to full Governors a particular course of action.

**GOVERNING BODY MEMBERSHIP**

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| --- | --- |
| * **Parent Governors**   Katie Boffey  Kerry Reed     1. **Foundation Governors**   Vacancy  Vacancy | * **Co-opted Governors**   Ursula Earl  Michael Glasper  Paul Reed  Sarah Wales  Cheryl Walker (staff) |
| * **LA Governor**  Vacancy | 1. **Staff Governors**     Lesley Lawson  Suzanne Dickinson |

**Finance and Staffing Committee Quorum: 3**

**Membership**

**Remit**

* To consider the budget allocation from the local authority and approve the budget plan.
* To review and monitor the school budget on a regular basis. The Head Teacher to be delegated responsibility for use of Reserve Funds, after consultation with the members.
* To ensure adherence to the requirements of the School Funding Framework, Council and EU Procurement Regulations.
* To ensure compliance with the requirements of the Schools Financial Value Standard.
* To consider and approve an Induction Policy for New Governors.
* To take decisions about spending the SEN money allocated to school.
* To monitor staffing structure, to identify the training needs of governors and establish a training programme and to provide interview panels.
* To approve the Appraisal Policy.
* To produce and approve a Gender Equality Scheme for the school.
* To deal with all premises-related matters.
* To undertake regular inspections of the school building and site to identify need for repairs/maintenance and report recommendations.
* To recommend a rolling programme of maintenance and repair work.
* To ensure the implementation of the school’s Health and Safety Policy Statement.
* To monitor and review the schools’ Health and Safety Policy Statement.
* To agree to the purchase of services delegated from the local authority and to approve Service Level Agreements and other contracts.
* To approve the Scheme of Delegation and Handbook of Financial Procedures.

NB: The Head Teacher can change auxiliary hours if needed within a £4,000 limit, without Committee approval.

**Curriculum and Standards Committee Quorum: 3**

**Membership**

**Remit**

* To Review and set targets annually, including pupil attainment targets as part of the School Improvement Plan.
* To set and agree attendance targets annually.
* To contribute to and monitor the implementation of the School Improvement Plan/Action Plan in areas of raising standards.
* Review and approve the school’s Curriculum Statement.
* Review the information concerning raising standards to be published in the school’s Prospectus/website.
* In collaboration with all staff, provide information about how the curriculum is taught, evaluated and resourced including staff CPD.
* Review and approve the following policies:
* Policy and Provision for collective worship and Religious Education.
* Policy and provision for Sex Education.
* Special Educational Needs and Disability Policy including the SEND Local Offer.
* Behaviour Policy.
* Drug Policy.
* Home School Agreement on an annual basis.
* Homework Policy on an annual basis.
* Complaints Policy.
* Looked After Children Policy
* Pupil Premium Policy
* Sports Premium Policy
* Supporting Pupils with Medical Conditions Policy
* All other Curriculum related policies as they arise.
* Monitor, via feedback, the impact of all the Policies for which the committee is responsible.

**Pay Review/Performance Management Committee**

**Membership**

At least three governors to be selected by the Chair of Governors (excluding any governors paid to work at the school)

**Quorum**

3 for Pay Review

2 for Performance Management

This Committee will be responsible for:

1. undertaking an annual salary review for teaching and non-teaching staff, in accordance with the Governing Body’s policy and the whole school Pay Policy*;*
2. to determine a pay policy in line with School Teachers’ Pay and Conditions
3. Undertaking an annual review of the Performance Management Policy and Practice.
4. to carry out the annual review of salaries for the Head Teachers, Deputy Head and assistant Head Teacher's salaries as required by Law.
5. setting a timescale for the planning meetings with an external adviser and the review meeting itself;
6. ensuring that the school documentation required by the external adviser is supplied;
7. undertaking the performance review of the Head Teacher and agree objectives for the year;
8. monitoring objectives during the year;
9. reviewing objectives at the end of the year, producing a written statement on the Head Teacher’s performance.

**Hearing Committee**

**Membership**

At least three governors to be selected by the Chair of Governors (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 any member of staff and to determine an appropriate course of action, which may include dismissal.
* To hear cases under disciplinary or capability procedures for all members of staff.
* To make decisions in relation to redundancy and early retirement where the member of staff in question is the Head Teacher or any member of staff.
* 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)

**Appeals Committee**

**Membership**

At least three governors to be selected by the Chair of Governors (excluding any governors paid to work at the school and any governors involved in a prior stage of related proceedings)

**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 performance management procedures, including any appeal from the Head Teacher. (Performance management appeals are dealt with under the grievance procedure)
* Determining matters relating to pupil exclusions.
* Considering and investigating any complaints received and deciding upon appropriate action to be taken.

**SAFER RECRUITMENT ACCREDITATION**

Mrs L Lawson

Mrs K Reed

Mrs C Walker

Mrs C Falconbridge

**LINK GOVERNOR ARRANGEMENTS**

**Current Categories**

Curriculum Mrs K Boffey

Child Protection/ Safeguarding/ LAC Mr M Glasper / Dr U Earl

LGA Rep Mrs K Reed

Pupil Premium/Sports Premium Dr U Earl

EYFS/ Read, Write, Inc/ Free Flow Mrs K Reed

Wellbeing & Mental Health Mrs K Reed

SEND Mrs K Boffey

Health and Safety/ Compliance Mr P Reed

Careers Guidance Mrs S Wales