

GOVERNING BODY OF LOCKWOOD PRIMARY SCHOOL
COMMITTEE STRUCTURE

**Arrangements for the delegation of the governing body's functions to
committees as last reviewed on 10 June 2019**

Pay Review Committee

Quorum: 3

Mr J. Tombs
Mr M Glasper

Mrs S Wales

Reserve: Mrs S Taylor-Watson

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, 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 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 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 Review Committee

Quorum: 2

Mr J. Tombs

Mrs S. Taylor-Watson

Mrs S. Wales

Reserve: Mr M Glasper

Remit

- To undertake the annual performance review of the Head Teacher, with support from the External advisor, and agree objectives for the year.
- to monitor performance against objectives during the year.
- to review performance against objectives at the end of the performance management cycle with support from the External advisor.
- to make a recommendation on the Head Teacher's pay to the Pay Review Committee.

Pupil Discipline Committee

Quorum: 3

Membership: Three governors not paid to work at the school selected by the Chair and who have not previously been involved with the pupil

Remit

- To make recommendations to the full Governing Body about general principles on school discipline.
- To determine matters relating to the reinstatement of excluded pupils.

Complaints Committee

Quorum: 3

Membership: Three governors not paid to work at the school selected by the Chair and who have not previously been involved with the complaint.

Remit:

To consider any complaints which cannot be resolved by the school and to:

- Dismiss the complaint in whole or in part;
- Uphold the complaint in whole or in part;
- Decide on the appropriate action to be taken to resolve the complaint;
- Recommend changes to the school's systems or procedures to ensure that problems of a similar nature do not recur.

East Cleveland Co-operative Learning Trust to be approached to provide support for Complaints Panels.

PROCEDURE FOR APPOINTMENTS AND DISMISSALS

The Governing Body delegates the power to appoint and dismiss staff outside of the Leadership Group to the Head Teacher. The Governing Body also delegates power to take appropriate action under disciplinary and capability procedures to the Head Teacher.

STAFF HEARING COMMITTEE

Quorum: 3

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

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 COMMITTEE

Quorum: 3

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 who served on the Hearing Committee for the case in question)

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).

Governors trained in Safer Recruitment

Cllr J Tombs

LINK GOVERNOR ARRANGEMENTS AMENDED OCTOBER 2017

Governors agreed on nominated links to school improvement priorities with a view to monitoring the impact from the initiative that were in place.

Read, Write Inc Governor

Mr J Tombs

Cornerstones Curriculum Governor

Mrs S Taylor-Watson

Free Flow Governor

Mrs S Taylor-Watson

Child Protection, Safeguarding and Looked After Children

Mrs G. McMahon
Mr M Glasper

LGA Representative

Mr J Tombs

Designation Governor for Educational Visits: Mr J. Tombs.

Pupil Premium Champion: Mrs S. Taylor-Watson

EYFS Governor: Mrs K Reed

Leadership and Management: Mr J Tombs

Wellbeing Governor: Mrs K Reed