



GOVERNING BODY OF HANDALE PRIMARY SCHOOL

COMMITTEE AND WORKING PARTY STRUCTURE

Revised March 2021

MEMBERSHIP OF GOVERNING BODY

Parent Governors:

Emma Purver
Janet Husband
Joanne Suscens

LA Governors:

Vacancy

Staff Governors:

Mrs Nicola Padgett (Head Teacher)
Miss Rio Price
Mr Dave Caley

Co-opted Governors:

Daren Fowler (Chair)

Foundation Governors:

Mrs M Hall
Vacancy

Governors trained in Safer Recruitment

Nicola Padgett *18th May 2021*
Daren Fowler *12 January 2010*
Rio Price *15th May 2018*

Corporate Management Committee

Membership: Mr Fowler (Chair)
 Mrs Padgett (Head Teacher)
 Mrs Hall
 Mrs Purver
 Mrs Suscens
 Mrs Husband
 LA vacancy

Quorum: 3

Clerk: Mrs Joanne Shaw (Middlesbrough LA)

Remit:

(Finance)

- To consider the budget allocation from the LA and approve the first formal budget plan of the year.
- To provide a signed copy of the budget plan for the LA (if approving budget).
- To work between budget headings during the course of the year.
- To make decisions about spending Special Education Needs (SEND) money and monitor the school's provision for pupil's with SEND.
- 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 contribute to the school development plan.
- 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 maintain a register of interests of governors and staff, particularly when financial gain may be made.
- To adhere to the requirements of the School Funding Framework, Council's Procurement Regulations and EU Procurement Regulations.
- To ensure that the Governing Body complies with Data Protection and Freedom of Information requirements.
- To make decisions on buying back local authority delegated services.
- To ensure adherence to the requirements of the School Financial Value Standard

(Day to day management of the budget to be delegated to the Head Teacher)

(Staffing)

- 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 review staff related policies at designated intervals.
- To determine the staffing levels and annual teaching staff establishment.
- To determine the number of deployments of posts above the basic level.
- To determine the organisation and structure of staffing.
- 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.
- To monitor the programme of staff development and training and ensure that it is meeting the needs of the school and its staff.
- To liaise with the School Improvement and Curriculum Committee and full governing body over matters relating to the School Improvement Plan.

- To receive an annual report from the head teacher on the operation of the performance management process.
- To annually review and approve the Performance Management Policy.
- To annually review and approve the Pay Review Policy.

(Premises)

- To approve costs and arrangements for maintenance, repairs and redecoration within the budget allocation.
- To annually inspect the premises and grounds and prioritise alteration and repair work for inclusion in the School Development Plan and to monitor implementation of the School Development Plan in the area of premises.
- To ensure an accessibility plan is in place and to monitor its implementation.
- To ensure that the school complies with Health and Safety regulations and to undertake regular Health and Safety inspections of the school site.
- To provide support and guidance to the Headteacher on all matters relating to the school premises and grounds, security and health and safety.
- To oversee the preparation and implementation of contracts in accordance with the School Funding Framework, Council's Procurement Regulations and EU Procurement Regulations.
- To prepare a lettings and charges policy.
- To consider any applications for use of school premises outside normal school hours, bearing in mind the agreed policy and the needs of the local community.
- To ensure the school follows any LA directions on community use outside school hours.
- To receive, consider and make recommendations to the Governing Body on matters relating to the shared management of premises.
- To prepare and implement a monitoring policy for the purpose of monitoring the School Improvement Plan/Action Plan in the area of premises and community.
- To review and approve all policies related to the above remits as delegated by the full governing body annually in line with the policies schedule,

School Improvement and Curriculum Committee

Membership: Mr Fowler
Mrs Padgett (Head Teacher)
Mrs Hall
Mrs Purver (Chair)
Miss Price
Mrs Suscens
Mrs Husband
Mr Caley

Quorum: 4 (*providing the majority of members present are governors*)

Clerk: Mrs Joanne Shaw

Remit:

- To review and approve all policies related to the remits of the committee as delegated by the full governing body annually in line with the policies schedule
- To appoint an external adviser for the Headteacher Performance Management process and if required for additional support and challenge during the year.

- Review regularly each subject area's curriculum and in collaboration with staff provide information on how the curriculum is taught, evaluated and resourced.
- Consider curriculum resourcing.
- Review policies for sex education, religious education and collective worship, Special Educational Needs and Disabilities and PHSE.
- Review other curriculum-related policies as necessary.
- Monitor the implementation of all the policies for which the committee is responsible.
- Liaise with Head Teacher over the preparation of the School Improvement Plan (SIP).
- To monitor and review information about school performance and present and annual report to the Governing Body on national testing.
- Set attainment targets for the school, in consultation with staff and in accordance with statutory requirements, and monitor progress against targets set, ensuring appropriate action is taken to achieve the agreed targets.
- To ensure the requirements of children with special educational needs are met.
- Approve Attendance Targets.
- Review the school's Self Evaluation Form (SEF).
- Review the School Profile.
- Review and approval of the Admissions Policy (Autumn term meeting)
- To review and approve all policies related to the above remits as delegated by the full governing body annually in line with the policies schedule,

Pay Review and Performance Management Committee

Membership: Mr Fowler
Mrs Hall
Mrs Purver
Reserve: Any other governor not paid to work at the school

Quorum: 3 Clerk: Mrs Shaw

- To carry out the annual review of salaries for teaching staff, including the review of the Head Teacher's and Assistant Head Teacher's salaries, as required by law
- To undertake the performance review of the Head Teacher, with support from the School Improvement Partner, 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

The terms of reference for the pay committee will be determined from time to time by the governing body. The current terms of reference are:

- to achieve the aims of the whole school pay policy in a fair and equal manner;
- to apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review
- to observe all statutory and contractual obligations
- to minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full governing body
- to recommend to the governing body the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of pay discretion

- to keep abreast of relevant developments and to advise the governing body when the school's pay policy needs to be revised
- to work with the head in ensuring that the governing body complies with the Appraisal Regulations (teachers)
- ensure that effective appraisal arrangements are in place and that any appraisers have the knowledge and skills to apply procedures fairly
- submit pay recommendations to the governing body and ensure the governing body has sufficient information upon which to make pay decisions
- ensure that teachers are informed about decisions reached; and that records are kept of recommendations and decisions made

The report of the pay committee will be placed in the confidential section of the governing body's agenda and will either be received or referred back. Reference back may occur only if the pay committee has exceeded its powers under the policy.

STAFF DISMISSAL/REDUNDANCY PROCEDURES

The Governing Body delegated 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

Membership: Three Governors to be selected by the Chair of Governors (excluding any Governors paid to work at the school).

Quorum: 3

Clerk: School Governor Support Service

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 Headteacher 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 Headteacher or a member of the Senior Leadership Team
- To hear any grievance against the Headteacher 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

Membership: 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

Clerk: School Governor Support Service

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).

Pupil Discipline Committee

Membership: 3 or 5 non-staff Governors to be selected by the Chair.

Quorum: 3

Clerk: School Governor Support Service

Remit:

- To deal with matters relating to the exclusion of pupils, fixed term or permanent.

Complaints Appeals Panel

Membership: The Chair to select 3 non staff Governors to sit on the panel as the need arises.

Quorum: 3

Clerk: School Governor Support Service

Remit:

- 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 reoccur.

LINK GOVERNOR RESPONSIBILITIES:

(To be reviewed when a full complement of governors is in place)

SEND/Inclusion/PP/Safeguarding/Music
 Looked After Children/EYFS/History/Geography
 Health and Safety/Maths/MFL
 Pupil Tracking

Mrs Husband
 Mrs Purver
 Mr Fowler
 Headteacher/Miss Price

English/RE
PSHE (Mental Health)/PE /Healthy Schools
Science/Art/DT
Safeguarding

Mrs Hall
Mrs Suscens
Mr Caley
Miss Price

Adopted and amended by governors on 23rd March 2021

Next review March 2022