

FINANCE AND FACILITIES COMMITTEE

Overall Role of the Committee:

To assist the Governing Body in fulfilling its responsibilities (statutory and non-statutory) in relation to:

- Directing the management of the school budget in support of the School Development Plan.
- Review the School Fund, facilities and catering accounts and keep track of expenditure
- Providing the best possible physical environment within which students learn, and to ensure all the Governing Body's statutory responsibilities for the health and safety of all pupils and adults on school premises are met.

Terms of reference:

- To ensure the annual budget plan is prepared in support of the School Development Plan and presented with any options for consideration by the Governing Body.
- To monitor overall expenditure and the budget position and provide an outline budget statement for the Governing Body each term.
- To advise other committees and the Governing Body of the financial implications of matters they are considering.
- To advise the Governing Body on ways of maximising school income.
- To ensure that a register of Governors' interests is maintained and regularly updated.
- To review the financial controls operating in the school and recommend changes to their continued effectiveness for approval by the Governing Body.
- To consider all contractual matters which relate to construction and maintenance and make recommendations to the Governing Body.
- To determine and recommend to the Governing Body a prioritised programme of maintenance to be funded from the budget delegated to the school.
- To ensure the condition of the fabric of the building is monitored and to authorise maintenance work within the agreed budget provision.
- To ensure that the performance of cleaning, grounds maintenance and catering services are monitored and appropriate action taken where necessary.
- To agree specifications for any work to the building to be undertaken by outside contractors which is funded from the delegated budget.
- To ensure the security of the premises is monitored and appropriate action taken as necessary.
- To monitor the operation of the school's health and safety policy statement in order to safeguard the health and safety of pupils, employees and visitors to the school, to make recommendations to the Governing Body.
- To oversee arrangements for the use of school premises by outside users.
- To regularly review the need for structural repairs and maintenance for which the school is responsible, and to make recommendations for updating the School improvement Plan as it relates to school premises.

- **On an annual basis to review the policies and provision for:** Best Value Statement; Charges and Remissions; Controls Assurance; Governors' Expenses; School Lettings; SFVS
- **On a bi-annual basis to review the policies and provision for:** Financial Procedures Manual
- **On a tri-annual basis to review the policies and provision for:** Accessibility; Examination Charging; Finance Policy; Health, Safety and Risk Assessment.
- To consider and give advice on any matter involving finance, budgets, Health and Safety and facilities referred to it by the Governing Body.

Level of Delegation:

Powers of decision making on finance matters are delegated to the Committee as described above.

The Committee to have delegated power, in line with Local Authority financial procedures, to:

- Approve expenditure up to a maximum of **£20,000** at any one time, within the overall framework of the existing agreed budget.
- Spend up to **£40,000** at any one time within the additional framework of capital expenditure.
- Approve tenders and expenditure for all building or civil engineering contracts up to **£40,000** for capital items within capital development funds.
- To approve the annual maintenance programme.
- To consider recommendations from the committee for improvements or alterations to the school premises not contained within the agreed budget.

The following functions are retained by the Governing Body:

- Decisions on all other expenditure and on any question of money being vired between budget headings.
- Consideration and approval of the School Annual Budget Plan
- Consideration of Audit Reports on the school.

The following functions are delegated to the Headteacher:

- Delegated powers to spend up to **£10,000** at any one time within the overall framework of the existing agreed budget without prior reference, in line with Local Authority financial procedures.
- Responsibility for day to day minor repairs and maintenance.
- Management of the arrangements for letting school premises.
- Liaison with contractors where such work is funded from the school budget.
- Management of the day to day health and safety arrangements on school premises

Reporting:

The minutes of all committee meetings will be made available to the Clerk to Governors for circulation with the agenda for the next meeting of the Governing Body.

Items deemed confidential by the Committee will be recorded on separate confidential minutes, and reported verbally by the Chair of the Committee at the next meeting of the Governing Body.

The Chair of the Committee will give a general report to the Governing Body at one meeting each term and will provide an outline budget statement at least once per term.

Membership:

All Governors may be members of the Committee but are required by regulation to declare an interest in any matter which affects them more than the generality of others. Having declared an interest the Governor is required to leave the room when the matter is to be discussed, and take no part in that discussion. Any relevant person employed to work at the school, other than the Headteacher, must declare an interest when the subject for consideration is the pay or performance review of any person employed to work at the school.

The quorum for the meetings shall be equal to one half of the members of the Committee

Voting rights shall be restricted to members of the Committee

Members for the Year 2019 - 2020:

Andy Taylor; Richard Norris; Richard Freeman; Shirley Rainford; Nikki Parker; Anthony Blackwell, Peter Birkby, Pam Speed, Chris Cariss.

Invited Guests for the Year 2019 - 2020:

Clare Dumble;
Sally Dean; for specific items on the agenda only

The Chair for the academic year will be Richard Norris - one of the 9 members

Quorum: One half of the membership - 5

Review:

All the above to be reviewed by the Governing Body at its first meeting in each school year.

SCHOOL IMPROVEMENT COMMITTEE

Overall Role of the Committee:

To assist the Governing Body in fulfilling its responsibilities (statutory and non-statutory) in relation to:

- The curriculum and the implementation of the National Curriculum and other associated courses.
- Monitoring the levels of achievement and standards in relation to student progress and attainment, securing improvement and challenging underachievement;
- All staff employed in school and to generate the best professional environment within which all staff contribute to raising the attainment of students.
- Reviewing and agreeing staff provision, agreeing procedures for staff selection, appointment and performance management.

Terms of Reference:

- To advise the governing body on the school's curriculum statement, the Bradford Education curriculum statement and the governing body's statutory obligations regarding the National Curriculum. Advise the Governing Body on student attainment and progress towards set targets.
- In liaison with the Headteacher and staff of the school, provide information about how the curriculum is evaluated and resourced.
- To identify under-performance in relation to whole school and subject specific performance. To monitor more closely these areas of concern.
- To challenge and tackle key areas of weakness, including those in teaching, by rigorous monitoring focused on robust evidence and good quality data.
- To build on areas of strength and galvanise the enthusiasm of staff and channel their efforts to good effect.
- To be assured that school maintains and delivers a broad and balanced curriculum in keeping with the aims of the school and the requirements of the National Curriculum.
- To contribute towards the review, revision and monitoring of the School Improvement Plan, including revision of the school staff establishment in relation to the Plan whenever a vacancy occurs at least annually, making recommendations about the school staff establishment to the governing body for school budget planning and other purposes.
- To review the "in-service" training needs of all staff with the Headteacher, and in relation to the School Improvement Plan, and to monitor how well these are being met.
- To review Secondary School policy at National level and make recommendations to the governing body.

- To monitor progress school is making in increasing pupil attainment in literacy and numeracy.
- To review and recommend to the Governing Body the statutory school targets.
- To advise the governing body on the level of governor involvement in the recruitment and selection of staff. Ensuring any appointment panel includes the Headteacher or his or her delegated representative, at least one member having undergone safer recruitment training
- To determine in accordance with the School Pay Policy the level of salary for new appointments to all posts.
- To ensure that all decisions about staff pay comply with national performance management regulations and the Governing Body's Whole School Pay Policy.
- To ensure that each member of staff has a clear job description and contract of employment.
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To consider applications from staff for leave of absence outside any scheme adopted by the Governing Body, early retirement, or other matters not covered by school management arrangements or Governing Body policies.
- To advise the Governing Body on the establishment and membership of statutory committees for staff dismissal and staff dismissal appeal.
- To ensure that in regard to Equality the requirements of legislation are met.
- To ensure that arrangements exist for the deployment of non-governing body employees at the school.
- **On an annual basis to review the policies and provision for:** Child Protection; Collective Worship; Freedom of Information; Home School Agreement; Literacy; Looked After Children; Performance Management Appraisal; Performance Management Capability; Recruitment of Staff; Safeguarding; Staffing Structure; SEN; Teaching & Learning; Whistle Blowing
- To review the Raise on Line data on an **annual** basis.
- **On a bi-annual basis to review the policies and provision for:** Inclusion & Exclusion; Data Protection.
- **On a tri-annual basis to review the policies and provision for:** Allegations of Abuse Against Staff; Staff Attendance; Assessment; Behaviour; Bullying; Community Cohesion; Parental Complaints; Discipline and Grievance; Drugs Education; Sex and Relationships Education; Equality; ICT & E Safety; Staff Induction; Keeping in Touch Days; Staff Leave of Absence; School Visits/Trips
- To consider and give advice on any matter involving the curriculum and staffing referred to it by the Governing Body.

Level of Delegation

Powers of decision making on school staffing, curriculum and standards' matters are delegated to the Committee as described above.

The following functions are retained by the Governing Body:

- Approval of the school staff establishment.
- Arrangements for the appointment of Headteacher and Deputy Headteacher(s).
- Review of the salary of the Headteacher and Deputy Headteacher(s) in line with national performance management regulations and the Governing Body's Whole School Pay Policy
- Full decision making powers on curriculum matters set out in this remit. Final decisions on these matters will always be made by the Governing Body. Ref: The Education (School Government) (England) Regulations 1999.

The following functions are delegated to the Headteacher:

- Authorisation of any leave of absence for staff within any scheme adopted by the governing body.
- The power to dismiss staff. Once the decision to dismiss has been taken, the dismissal will be subject to contractual notice
- Appointment of temporary supply staff.
- All necessary arrangements for the appointment of staff which have been agreed by the committee or Governing Body
- Approval of the working of overtime.
- Necessary urgent action on staffing issues in consultation with the Chair of the Committee.

Reporting:

The minutes of all committee meetings will be made available to the Clerk to Governors for circulation with the agenda for the next meeting of the Governing Body.

Items deemed confidential by the Committee will be recorded on separate confidential minutes, and reported verbally by the Chair of the Committee at the next meeting of the Governing Body.

The Chair of the Committee will give a general report to the Governing Body at one meeting each term.

Membership:

The Headteacher or Staff Governors may be members of the Committee but are required by regulation to declare an interest in any matter which affects them more than the generality of other staff members. Having declared an interest the Governor is required to leave the room when the matter is to be discussed, and take no part in that discussion.

The quorum for the meetings shall be equal to one half of the members of the Committee.

Voting rights shall be restricted to members of the Committee

Members for the Year 2019 - 2020:

Anthony Blackwell; Andy Taylor; Nikki Parker; Pam Speed; Shirley Rainford; Liam Radcliffe, Sue Stewart, Richard Norris; Peter Birkby.

Invited Guests for the Year 2019 - 2020:

Deputy Headteachers: Matt Barratt, Bernard Tague, Ruth Thackray

The Chair for the academic year will be Anthony Blackwell of the 9 members.

Quorum: One half of the membership – i.e. 5

Review:

All the above to be reviewed by the Governing Body at its first meeting in each school year.

COMPLAINTS COMMITTEE (STATUTORY)

Overall Role of the Committee:

To assist the Governing Body in fulfilling its statutory responsibilities with regard to complaints received by the school. A meeting shall be convened as soon as possible after the complaint is received to agree and be clear about what needs to be done and draw up a timetable for doing it.

Terms of Reference of the Committee:

- The Committee will deal with any complaint which has reached the formal stage.
- The Chair will write to the complainant to find out precisely what the complaint is about, receive a written copy of the complaint, and to inform the complainant about the procedure and timescale.
- The Committee will meet to discuss the complaint and decide what information is needed, whom they will interview and what questions need to be asked.
- Following interviews with staff it may be necessary to ask for further information from the person making the complaint.
- When the Committee is satisfied that it has all the available information it will consider the complaint and the evidence. Governors will try and reach an agreed decision, and will decide what should be done to resolve the complaint.
- The Committee will produce an investigation report which documents their decision. This is usually written by the Chair of the Committee.
- The report should be brief, confidential and keep all names confidential. The report will summarise the evidence gathered, give the decisions made and give any recommendations made to prevent a similar problem occurring again.
- Where there are conflicting versions of events, it will be clear why one version has been preferred.
- If a recommendation is made to the Governing Body to hold a formal investigation to find out if staff disciplinary is necessary, then advice will be sought from School Governor Service/Human Resources, **before** the report is issued to the Governing Body.
- The decisions and recommendations of the Committee will be sent to: the complainant, with necessary information to take the matter further; the Headteacher; the person(s) complained of.
- The outcome will be reported to the Governing Body for information only, summarising the complaint, the investigation and the outcome. The recommendations will be given. No names will be given in the report back.

Reporting:

A brief written record of the meetings of the committee will be submitted to the Governing Body meeting, through the Clerk to the Governing Body. These should be confidential and not include any names.

Membership:

Members for the year 2019 - 2020:

Any available member of the full Governing Body.

This committee shall consist of not less than three governors who are not disqualified by being members of the School's staff, or by having an interest requiring them to withdraw. The Headteacher may not be a member of this committee.

In the event of three Governors being unavailable, the Collaboration Agreement will be implemented

The clerk to a statutory committee may not be a governor or member of that committee, or the Headteacher. In the absence of the appointed clerk, the committee may appoint one of their number for that meeting.

The Chair of the committee to be decided at each meeting.

Review:

All the above to be reviewed by the Governing Body at its first meeting in each school year.

STAFF STRUCTURE & PAY REVIEW COMMITTEE (STATUTORY)

Overall Role of the Committee:

To assist the Governing Body in fulfilling its statutory responsibilities with regard to Pay and Conditions for all staff employed in the school.

Terms of Reference:

- To carry out determinations of pay in accordance with the Whole School Pay Policy.
- To achieve the aims of the Whole School Pay Policy in a fair manner;
- To apply the criteria set by the Whole School Pay Policy in determining the pay of each member of staff in an annual review.
- To provide all qualified teachers with a formal Annual Salary Statement.
- To observe all statutory and contractual obligations.
- 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 discretion. The Pay Committee will recommend that the Governing Body makes application for any additional funding available to support this process.
- To keep abreast of relevant developments.
- To review and action the recommendations of the Headteacher's Performance Review Group.
- To work with the Headteacher to ensure that the Governing Body complies with the Appraisal Regulations in relation to the Performance Management Scheme within the school.
- To periodically review the School's Staffing Structure with regard to value for money / pay equality etc and to recommend the Structure to the Governing Body.

Level of Delegation:

Powers of decision making on School staff pay matters are delegated to the committee.

Reporting:

To minute clearly the reasons for all decisions of a general type and report these decisions to the next meeting of the full Governing Body.

A written record of the meetings will be made, these will be confidential.

A report advising the Finance Committee of the budget needed for pay will be presented to that Committee.

Membership:

Members for the year 2019 - 2020:

Richard Norris; Richard Freeman; Andy Taylor; Shirley Rainford; Nikki Parker; Anthony Blackwell; Peter Birkby; Pam Speed.

Invited Guests for the year 2019 - 2020:

Clare Dumble –School Business Manager

All Governors may be a member of the Committee, but are required by regulation to declare an interest in any matter which affects them more than the generality of others. Having declared an interest the Governor is required to leave the room when the matter is to be discussed, and take no part in that discussion.

The Chair of the Committee for the academic year will be Richard Norris - one of the 7 members

Voting rights shall be restricted to members of the Committee.

Quorum: One half of the membership – i.e. 4

Review:

All the above to be reviewed by the Governing Body at its first meeting in each school year.

PUPIL DISCIPLINE COMMITTEE (STATUTORY)

Overall Role of the Committee:

To assist the Governing Body in fulfilling its statutory duties in relation to the exclusion of students from the school.

Terms of Reference of the Committee:

- To review the use of exclusion within the school and consider any representations from parents about their child's exclusion.
- The Committee should consider whether the Headteacher has complied with the exclusion procedure and has had regard to the Secretary of State's guidance before deciding to exclude the pupil.
- The Pupil Discipline Committee must meet to consider:
 - a) all permanent exclusions;
 - b) all fixed term exclusions (including lunch-time, half-day exclusions) that would lead to a student being excluded for over 15 school days in a school term or missing a public examination. This meeting must be convened between the 6th and the 15th school day after the date of receipt of the notification from the Headteacher;
 - c) all fixed term exclusions that would lead to a pupil being excluded for over 5 days but not over 15 days in a school term, where the parents have expressed a wish to make representations. This meeting must be convened between the 6th and the 50th school day after the date of receipt of the notification from the Headteacher;
 - d) all fixed term exclusions that would lead to a pupil being excluded for 5 school days or less in a school term, where the parents have expressed a wish to make representations. (No time scale for this meeting)

Level of Delegation:

Hear the case, see all relevant documents, allow the parents /pupil concerned to comment on or dispute the allegations.

Consider and decide whether to confirm the exclusion, alter its length or terms, or direct reinstatement.

Inform parents, Headteacher and LA of decision without delay.

Reporting:

A written record of the meetings will be made, these will be confidential.

Membership:

Members for the Year 2019 - 2020:

Any available member of the school Governing Body

This committee shall consist of not less than three governors who are not disqualified by having an interest requiring them to withdraw. The Headteacher may not be a member of this committee.

In the event of three Governors being unavailable, the Collaboration Agreement will be implemented

The Chair of the committee to be decided at each meeting.

The appointment and remuneration of the clerk shall be decided by the Governing Body.

The clerk to a statutory committee may not be a governor or member of that committee, or the Headteacher. In the absence of the appointed clerk, the committee may appoint one of their number for that meeting.

Quorum: Three

Review:

All the above to be reviewed by the Governing Body at its first meeting in each school year.

STAFF GRIEVANCE, DISCIPLINE & DISMISSAL COMMITTEE (STATUTORY)

Overall Role of the Committee:

To assist the Governing Body in fulfilling its statutory duties in relation to the staff grievance, discipline and dismissal.

Terms of Reference of the Committee:

- To hear any issue in respect to staff grievance, discipline and dismissal.

Level of Delegation:

Grievance:

Hear both sides of the case, see all relevant documents, allow parties concerned to make submissions, each of them being accompanied, if they so wish, by a representative.

Allocate responsibility or blame and make recommendations to resolve the matter.

Discipline:

The school's full governing body have delegated the authority to dismiss staff (through the appropriate governing body ratification) to the school's Headteacher.

Where the Headteacher feels it appropriate for the Governing Body to retain this function the committee will:

Hear the case, see all relevant documents, allow the staff member concerned to comment on or refute the complaints either himself/herself or through his/her accompanying representative.

If necessary, take disciplinary action in the form of issuing one of the following:

- * a formal oral warning (which should be confirmed in writing)
- * a first written warning
- * a final written warning
- * dismissal

Except in cases of gross misconduct, a notice of dismissal should have been preceded by a warning, indicating the consequences if stated conditions are not met.

Where appropriate, to withhold an annual salary increment on the grounds that a staff member's service is unsatisfactory and he/she has been notified to that effect.

Reporting:

A written record of the meetings will be made, these will be confidential.

Membership:

Members for the Year 2019 - 2020:

Any available member of the school Governing Body.

This committee shall consist of not less than three governors who are not disqualified by being members of staff or by having an interest requiring them to withdraw. The Headteacher may not be a member of this committee. It is recommended that the Chair of Governors, due to probable prior knowledge, should not be a member of this committee.

In the event of three Governors being unavailable, the Collaboration Agreement will be implemented

The Chair of the committee to be decided at each meeting.

The appointment and remuneration of the clerk shall be decided by the Governing Body.

The clerk to a statutory committee may not be a governor or member of that committee, or the Headteacher. In the absence of the appointed clerk, the committee may appoint one of their number for that meeting.

Quorum: Three – The number appointed to the hearing directly affects the number required for an Appeal Committee.

Review:

All the above to be reviewed by the Governing Body at its first meeting in each school year.

STAFF GRIEVANCE, DISCIPLINE & DISMISSAL APPEAL COMMITTEE (STATUTORY)

Overall Role of the Committee:

To assist the Governing Body in fulfilling its statutory duties in relation to the staff grievance, discipline and dismissal appeals.

Terms of Reference of the Committee:

- To hear any appeal in respect to staff grievance, discipline and dismissal decision, made at a Staff Grievance, Discipline & Dismissal Committee meeting.
- To consider any appeal against selection for redundancy

Level of Delegation:

Hear the appeal, see all relevant documents, allow the staff member concerned to comment on or refute the complaints either himself/herself or through his/her accompanying friend.

Uphold or amend the decision of the disciplinary hearing.

Reporting:

A written record of the meetings will be made, these will be confidential.

Membership:

Members for the Year 2019 - 2020:

Any Governor who was not involved in any previous hearing relating to the appeal:

This committee shall consist of not less than three governors who are not disqualified by being members of staff or by having an interest requiring them to withdraw. The Headteacher may not be a member of this committee.

In the event of three Governors being unavailable, the Collaboration Agreement will be implemented

The Chair of the committee to be decided at each meeting.

The appointment and remuneration of the clerk shall be decided by the Governing Body.

The clerk to a statutory committee may not be a governor or member of that committee, or the Headteacher. In the absence of the appointed clerk, the committee may appoint one of their number for that meeting.

Quorum: Three - No few members than at the Staff Grievance, Discipline & Dismissal meeting hearing.

Review:

All the above to be reviewed by the Governing Body at its first meeting in each school year.

HEADTEACHER'S PERFORMANCE AND PAY REVIEW COMMITTEE (STATUTORY)

Overall Role of the Committee:

This committee shall responsibility for monitoring and reviewing the Headteacher's performance against set targets

Terms of Reference:

- To arrange to meet with the external advisor to discuss the Headteacher's performance targets
- To decide, with the support of the External Advisor, whether the targets have been met and to set new targets annually.
- To monitor through the year the performance for the Headteacher against targets
- To make recommendations to the Pay Review Committee in respect of awards for the successful meeting of the targets set.

Level of Delegation:

Powers of decision making on the progress of the Headteacher's performance against set targets are delegated to the committee.

Reporting:

A written record of the meetings will be made, these will be confidential. A written report of the meeting will be produced by the external advisor utilised by the Governors to aid the Headteacher's Performance Management Review.

A report advising the Pay Review Committee of the budget needed for awards will be presented to that Committee.

Membership:

This committee shall consist of not less than three governors, who have been trained for the role and who are not disqualified by being members of staff. The Headteacher may not be a member of this committee.

The quorum for the meetings shall be equal to one half of the members of the Committee.

Voting rights shall be restricted to members of the Committee.

Members for the Year 2019 - 2020:

Nikki Parker, Shirley Rainford, Richard Freeman, Anthony Blackwell.

The Chair of the Committee for the academic year will be Nikki Parker - one of the 4 members

Review:

All the above to be reviewed by the Governing Body at its first meeting in each school year.

DELEGATION OF RESPONSIBILITY TO INDIVIDUAL (NAMED GOVERNORS)

Overall Responsibility:

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference.

Terms of Reference:

- To liaise with the appropriate member(s) of staff.
- To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the School.
- To raise the profile of the area of responsibility when related matters are considered by the Governing Body.
- To attend training as appropriate to their area of responsibility.

Level of Delegation:

Powers of decision making relating to the above terms of reference are delegated to an individual.

Disqualification:

The following functions cannot be delegated to an individual:

- The alteration, closure or change of category of the school.
- The approval of the budget plan or school policies
- Exclusions of students (except in an emergency when the chair has the power to exercise these functions)
- Admissions

Reporting:

To provide a regular report to the Governing Body on developments and progress within their area of responsibility.