

BEDE BURN PRIMARY SCHOOL

COMMITTEES OF THE GOVERNING BODY

Role of the Committee

- Sharing the load.
- Using the expertise of Governors to deal with specific subject areas.
- Releasing the full Governing Body for policy making.
- Making it easier for all Governors to make a contribution.

What Decisions can be made?

Committees are given delegated powers to undertake work and make decisions on the behalf of the Governing Body. The Governing Body still has the final responsibility for any decision taken by its Committees. Those decisions must be reported to the Governing Body at its next meeting. This would normally be done by the way of presenting minutes, which set out the points discussed and the Committees decisions/recommendations.

The Chair of the Committee has no power to make decisions without reference to the Committee itself. Only the Chair of the Governing Body, acting with the authority of the Body, can act in an emergency when it is not practical to convene a meeting.

Review of Performance

Governing Bodies must review the working of their Committees on an annual basis, under normal circumstances this will be at the termly meeting in the Autumn Term.

Delegation of Functions

The Governing Body can **NOT** delegate the following functions:

- Constitution of the Governing Body (unless otherwise allowed by the Constitution Regulations).
- Appointment or removal of the Chair and Vice Chair.
- Appointment of the Clerk to the Governing Body.
- Suspension of governors.
- Delegation of governing body functions.
- Establishment of governing body committees.

The Governing Body can **NOT** delegate the following functions to an individual:

- Alteration or closure or change of category of schools.
- Review of Exclusion of pupils (unless in an emergency).
- Approval of the school budget.
- Discipline policies and admissions.

Committee meetings must be carried out according to rules similar to those which apply to Governing Body meetings. For example, Committee members are entitled to seven days written notice of a meeting and its agenda. Minutes of all Committee meetings must be kept, including the names of those present and then forwarded to the next meeting of the Governing Body.

The Committees, their terms of reference, composition and membership, are attached.

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Common Conventions for All Committees

How and when to report back to Governing Body

Minutes to be presented to the next appropriate meeting of the full Governing Body. The Committee Chairman will report to the Governing Body.

Meetings to be called, agenda prepared, minutes taken

Meetings to be convened by the Head Teacher in consultation with the Chairman of the Committee and the Clerk to the Governors.

Agenda to be prepared by the Clerk to the Governors and distributed together with any supporting papers.

Minutes to be taken by the Clerk to the Governors.

Chairman appointed

The Chair and Vice Chair of the Governing Body to be elected at the first meeting of the Committee following the School Governors annual review of committees.

Frequency of meeting

As determined by statutory and/or at the request of the Chairman of the Committee.

1. Staffing/Disciplinary Committee

Constitution

Staffing

Vice-Chair, the Head Teacher, and three named Governor.

Discipline

The Chair, the Vice-Chair and one named governor

Membership

Staffing

Full Governing Board

Quoram: 3

Discipline

Pool of governors from which 3 will be selected at any one time on an alphabetical rota basis.

1.1. Appointments (All appointments to be advertised and candidates interviewed irrespective of number)

(a) Head Teacher and Deputy Head Teacher

Procedures by Staffing Committee

The shortlisting and appointment of these positions to be carried out by the Board of Governors.

(b) All TLR Posts

Shortlist by the Staffing/Disciplinary Committee, appointment by the Staffing/Disciplinary Committee.

(c) Main Professional Grade Teachers & School Support Staff

Shortlist by Head Teacher, one member of the Staffing Committee and 1 member of the Senior Management Team (if required) appointment by Head Teacher, one member of the Staffing Committee and 1 member of the Senior Management Team (if required).

1.2. Staffing

To consider and take action, within the agreed procedure, on reductions to school staffing if required.

To consider all matters relating to the staffing structure of the school and to make recommendations to the Governing Body when required.

1.3. Staff Disciplinary Procedures

Head Teacher may consider and take disciplinary action up to but not including a final written warning.

Staffing Committee has delegated powers to consider cases which may result in:-

- ❖ Issue a final written warning.
- ❖ Cease to work at the school.
- ❖ Demotion.
- ❖ To lift the suspension against a member of staff.

1.4. Grievance Procedure

To hear staff grievances at Stage 4 of Grievance Procedure of the school.

1.5. Pupil Disciplinary Procedures (Head Teacher present in an advisory capacity only)

- (i) To consider the decision of the Head Teacher to exclude a pupil from the school.
- (ii) To review periodically the school's exclusion policy and make recommendations to the Governing Body.
- (iii) To monitor the use of exclusion within the school.

2. Pay Review Committee

To consist of the Chair of the Governors plus three other members, currently as follows:-

Mrs L Reiling, Mrs J Richardson (Chair, Mrs K Crews and Mr Yarrow (Head Teacher in attendance only)

The Committee have fully delegated powers to make decisions within the pay policy determined by the Governing Body and the terms of reference are as follows:-

- (a) To apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review.
- (b) To make decisions about the level of pay for each individual, to minute these decisions and report these decisions to the Board of Governors in due course.
- (c) To keep abreast of relevant developments and to advise the Governing Body when the school's pay policy needs to be revised.

3. Complaints Appeal Panel

To hear individual complaints and make recommendations on policy as a result of complaints.

The Panel can:

Reviewed 9.11.16

- 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.

Membership of Panel

Mr N Yarrow, Mrs J Richardson, Mrs L Reiling, Mrs K Crews and Mr M Overton

Quorum: 3

4. Appeals Committee

To consider appeals for any reason and make the appropriate decision based on the evidence presented to the meeting.

Composition of Membership

All Governors not included in the original decision or employed at the school.

To include no fewer members than that of the first Committee, the decision of which is subject to appeal.

5. Finance Committee

Terms of reference:

- In consultation with the Head Teacher, to **draft and approve** the first formal budget plan of the financial year
- To establish and maintain an up to date 3 year financial plan
- To consider a budget position statement including virement decisions* at least termly and to report significant anomalies from the anticipated position to the governing body
- To monitor and review on a regular basis the requirements necessary to meet/maintain the schools financial value standard (SFVS).
- To ensure that the school operates within the Financial Regulations of the LMS Scheme
- To monitor expenditure of all voluntary funds kept on behalf of the governing body and take appropriate action when necessary.
- To annually review and approve charges and remissions policies and expenses policies.
- To agree service level agreements
- To agree expenditure following recommendations from other committees

- To prepare financial statements for inclusion in the governing body report to parents

* Virement between budget heads to cover excess spending as detailed on scheme of delegation authority attached:

Disqualification:

Quorum:

N.B. minimum of 3, committee can determine higher number

Composition of Committee

5 Governors

Membership of Committee

Mrs J Richardson, Mrs N Faulkner, Mr PNS Yarrow, Mrs L Reiling, Mrs K Crews.

Performance Reviewers

Mrs J Richardson, Mr N Yarrow and Mr M Overton

LINK GOVERNORS

Areas of Responsibility	Link Governor	Staff Member
<ul style="list-style-type: none">• Inclusion/SEN/Pupil Premium• EYFS/KS1	Mark Overton	Jill Evans
<ul style="list-style-type: none">• Health and Safety• Behaviour/ Child Protection• Safeguarding	Mrs Richardson	Nicola Faulkner
<ul style="list-style-type: none">• Assessment• KS2	Mrs Crews	Nicola Faulkner
<ul style="list-style-type: none">• English	Mrs Reiling	Marie Todd
<ul style="list-style-type: none">• Foundation Curriculum	Mrs Reiling	Joanne Smith
<ul style="list-style-type: none">• Mathematics	Mrs Crews	Amanda Lenney
<ul style="list-style-type: none">• Computing	Mrs O'Doherty	Suzanne Spencer

**SCHEME OF DELEGATION AUTHORITY BY THE GOVERNING BODY OF
BEDE BURN PRIMARY SCHOOL FOR 2014/15**

These delegations supersede all previous delegations by the Governing Body.

REFERENCE TO SGFR & CSO	DESCRIPTION OF DELEGATED AUTHORITY	PERSONS/BODIES TO WHOM DELEGATED POWER IS EXTENDED	EXPIRY OF DELEGATION
5. Virement	Virement of budget provisions:- Amounts up to £10,000 Amounts over £10,000 up to £50,000 Amounts over £50,000	Head Teacher in consultation with appropriate Chair Person and/or Vice Chair Resources Committee or Governing Body Governing Body	Annually
9.2 Banking Arrangements	Signatories to Local Imprest Bank Account (NB Must be employees and are subject to agreement with the Chief Finance Officer)	Head Teacher Deputy Head Teacher School Administrator	Annually
11.1c Orders for Work, Goods and Services	Signatories to official order forms	Head Teacher Deputy Head Teacher	Annually
11.2 Orders for Work, Goods and Services (any individual transaction exceeding £10,000 in full contract value will be reported at the next appropriate	All orders for all goods and services shall be procured:- Contract value up to £3,000 Contract value £3,000 to £10,000 after two telephone or written quotations Contract value £10,000 to £50,000 after a minimum of two written quotations	Head Teacher Deputy Head Teacher Head Teacher Deputy Head Teacher Head Teacher Deputy Head Teacher (any individual transaction exceeding £10,000 in	Annually

Governing Body meeting)	Contract value £50,000 to £100,000 after a minimum of three written quotations	contract value will be reported at the next appropriate Governing Body meeting) Governing Body	
REFERENCE TO SGFR & CSO	DESCRIPTION OF DELEGATED AUTHORITY	PERSONS/BODIES TO WHOM DELEGATED POWER IS EXTENDED	EXPIRY OF DELEGATION
12.2 Payment of Accounts	Certification of accounts for payment	Head Teacher Deputy Head Teacher	Annually
14.3 Salaries, Wages Pensions and Other Emoluments	Certification of time records and other pay documents	Head Teacher Deputy Head Teacher	Annually
16.5(1) Stores & Stores' Accounts	Acceptance of offers received in response to disposal of stores or other property from delegated budget NB: The Corporate Director Children and Families must authorise the disposal of assets in the first instance	Head Teacher Deputy Head Teacher	Annually
16.5 (2) Stores & Stores' Accounts	Acceptance of highest Offer received in Response to open tender for disposal of stores or other property not purchased from delegated budget	Governing Body	
18.2 & 18.3 Insurances	Notification of changes to risks, losses, liabilities, damage or any event likely to lead to a claim to Chief Finance Officer.	Head Teacher Deputy Head Teacher	Annually

Agreed as a true record of the decisions of the Governing Body:-

Signed:- (Chairman of the Governing Body)

Dated:-9.11.16.....

Reviewed 9.11.16

Signed:- (Vice-Chairman of the Governing Body)

Dated:-9.11.16.....

SGFR – School Governors’ Financial Regulations

CSO – Contract Standing Orders