

## **Acomb First School**

### **STRATEGIC POLICY AND DIRECTION COMMITTEE – Terms of Reference**

**Membership:** The Panel for the Committee shall consist of six Governors, however when meeting as a Hearing Body or Appeals Panel this will have only three Governors.

**Quorum:** The Quorum must be three governors

**Chair:** To be agreed by the committee.

**Clerk:** To be appointed by the committee.

**Frequency of meetings:** As required.

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### **CURRICULUM DUTIES**

Annually review the Teaching and Learning / Curriculum Policy for approval by the governing Body.

Make recommendations to the governing body on the arrangements for collective worship and the provision of religious education.

Make recommendations to the governing body on the policy for the provision of sex education and the delivery of PSHE in school.

Advise the Governing body on arrangements required for pupils with special educational needs (if beyond the normal parameters of SEN provision within the school). Otherwise arrangements will be included in the annual report to the full Governing Body.

Consider complaints relating to the curriculum and to advise the governing body (Hearing Body)

### **SCHOOL IMPROVEMENT DUTIES**

When not addressed by the whole Governing Body - Annually review the School Improvement Plan and advise the Governing Body on priorities for the key areas.

When not addressed by the whole Governing Body - Analyse data relating to the school's performance.

When not addressed by the whole Governing Body - Monitor and evaluate pupil progress, in all subjects.

### **POLICY REVIEW DUTIES**

Undertake a cyclical review of all school policies; agreeing changes and making recommendations to the governing body in areas that may not be delegated.

Policies include, but are not restricted to:

- Leave of Absence
- Child Protection
- Anti Bullying
- Admissions (following LA procedures)

### **APPEALS**

Hear appeals against a decision made by another committee of the Governing body. This will include appeals over capability or disciplinary action, dismissal and pay (Appeals Panel) (excluding support staff grading issues).

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### **DELEGATION TO THE HEAD TEACHER**

The Head teacher will be responsible for the day to day management of the school in accordance with the professional responsibilities outlined within the School Teachers' Pay and Conditions Document.

Additionally, the Governing Body will delegate some of its functions to the Head Teacher. The nature and extent of the functions that are delegated must be formally defined by the Governing Body and reviewed on an annual basis. In broad terms, this would mean:-

#### **Staffing:**

- Undertake casual staff appointments to ensure the delivery of the curriculum and within the limits of the budget allocation and income generated from the schools supply scheme insurance and other specific income.
- Undertake temporary appointments to maintain the delivery of the curriculum within the limits of the agreed staffing structure (except where additional SEN funding may be allocated).
- Undertake permanent support staff appointments.
- Make arrangements for the sanction, suspension or dismissal of staff (act as Hearing Body as required) with sanctions further delegated to Nominated Officers appointed by the Head or Chair.
- To annually determine staff salaries in accordance with the school's pay policy.
- Ensure compliance with appraisal and performance pay progression arrangements in accordance with the school's pay policy.
- Ensure that each member of staff has a job description which is reviewed annually.
- Review the staffing structure of the school whenever a vacancy arises.

#### **Operational Management:**

- Consistent and fair application & administration of all policies and procedures agreed by the governing body.
- Undertake consultation prior to and briefings to support implementation following adoption of new and revised policies and procedures.
- Compliance with all statutory requirements and the scheme for financing schools in Northumberland.
- Implement programmes of repairs, maintenance and decoration;

#### **Finance:**

- Day to day financial management of the school within the parameters of the agreed operational budget
- Maintenance of adequate and effective systems of internal financial control for all monies managed by the school.
- Monitoring of the operational budget, income, expenditure and commitment, on a day to day basis
- Not less than termly, written reports to be presented to the GB – to include commentary (possibly verbal) on under/over spends and commitments
- Meeting the requirements of the Schools Financial Value Standards
- Authorise the virement of funds between budget codes and inform the Governing Body.
- Make decisions on minor capital projects up to the value of £10,000.
- Disposition of additional SEN funding (in year increases) to ensure continuity of provision
- Negotiation of goods and service contracts within the limits of the agreed operational budget
- Sales of goods (e.g. uniform)

#### **Additional:**

- Such other tasks and duties that from time to time may be required and specifically delegated.

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### **RESOURCE MANAGEMENT COMMITTEE – TERMS OF REFERENCE**

**Membership:** The Panel for the Committee shall consist of six Governors, however when meeting as a hearing Body this will have only three Governors.

**Quorum:** The quorum must be three governors.

**Chair:** To be agreed by the committee.

**Clerk:** To be appointed by the committee.

**Frequency of meetings:** As required.

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### **FINANCIAL DUTIES**

Set the annual budget for the school.

Ensure appropriate advice is sought before entering into contracts, in line with the LEA's financial regulations.

Approve arrangements for the audit of funds received other than from the L.A.

Advise the governing body on any matters arising from the audit of the school's accounts and School Financial Value Standards.

Monitor the budget and to advise the governing body as necessary on financial matters.

Agree with the Head Teacher, expenditure on capital projects not falling within the planned budget (typically over £10,000)

Determine the levels of charges for lettings. Review the Lettings and Charges Policy.

Make recommendations annually to the governing body on a three year financial strategy, having particular regard to the School Improvement Plan.

Advise the governing body on any issues arising from financial matters.

### **STAFFING DUTIES**

Appointments of staff other than the Head (full governing body duty) except where delegated to the Head.

Reviewing the staffing structure of the school whenever necessary.

Consider applications from staff for secondments, extended leave etc., that the Head feels are necessary to refer to the Governing Body (Hearing Body).

Hear and determine sanctions, suspensions and dismissals in cases that are referred to the Governing Body under the Governing Body's procedures (Hearing Body).

Consider applications for early retirement and redundancy, acting as a hearing body in cases of redundancy.

Consider recommendations for performance pay progression and appropriate remuneration under the whole school pay policy (starting salaries determined at appointment).

Succession Planning.

Review the School Pay Policy

## **PREMISES DUTIES**

Make recommendations to the governing Body on capital works and improvements (typically over £10,000)

Monitor programmes of repairs, maintenance and decoration;

Security of the school premises and fire safety measures, including alarm systems and fire drills;

To oversee arrangements for grounds maintenance and the requirements of the environmental Protection Act 1990 concerning litter and refuse.

To review the School's Health and Safety Policy.

## **PUPIL DISCIPLINE & COMPLAINTS**

Review the use of exclusion within the school.

Consider the views of the head Teacher and of parents of excluded pupils (Hearing Body).

Decide whether or not to confirm exclusions of more than five school days and those where a pupil would miss an opportunity to take a public examination(Hearing Body).

Hear all formal complaints against the Head Teacher, an individual member of staff or the Governing Body (Hearing Body).

## **HEAD TEACHER PERFORMANCE MANAGEMENT GROUP**

(2 or 3 named Governors as determined by the Governing Body)

