

**The Meadows School
Committee Structure
The Finance & Premises Committee**

No: 7000

CHAIR: Garry Stout

Members: Angela Lamb, Sarah Took, Emma Walker

Terms of Reference:

Budget

- To have executive powers over matters of finance which come within the jurisdiction of the Governing Body, subject to guidelines laid down by the Governing Body.
- To ensure the school operates within the financial regulations of the County Council and the requirements of the DfE School Financial Value Standard.
- Consider all matters received from the LA relating to the financial aspects of the Authority's scheme for the Financing of Schools.
- Receive actual share and agree a budget plan for approval by the full Governing Body.
- Monitor and determine spending patterns and consider spending proposals from other committees.
- Consider and promote Income generation.
- Ensure that the annual accounts of all voluntary funds held by the school are audited, submitted and noted. (Friends of the School/Private School Fund etc.)

Staffing

- Consider the recommendations of the Pay Review Committee in the light of the overall budget.

Buildings & Accommodation

- Inspection/reporting repair and maintenance to Buildings & Grounds.
- Sustain and improve current provision of Buildings & Grounds.
- Develop provision in line with curriculum development.
- Define and oversee tendering procedures and purchase & disposal of furniture and equipment.
- Take responsibility for Health & Safety issues, inspection report and action (including completion of annual risk assessment).

School Website

- Responsibility for reviewing that the school website meets statutory and Ofsted requirements.

Annual Priorities (2020-21)

- Long term funding strategy to meet School Strategy Paper,

Disqualifications:

Where there may be a conflict of interest or a pecuniary interest, a fair hearing is required for staff members when pay is reviewed/discussed.

VIREMENT and EXPENDITURE LIMITS

Virement Limits		Expenditure Limits	
Limit set for Headteacher without prior written approval of Chair or Governing Body	£ 5,000 and up to £10,000 with the Chair's approval	Any items of expenditure up to	£ 10,000
Prior Finance Committee or Chair of Governors approval (whichever is sooner) to be sought outside of this limit and reported at the earliest opportunity		<ul style="list-style-type: none"> • Above this limit if item was previously notified to the Governing Body. • Prior Finance Committee or Chair of Governor's approval (whichever is sooner) to be sought outside of this limit and reported at the earliest opportunity 	

NB Any goods/services purchased and works to be carried out are subject to Durham County Council Contract Procedure Rules (January 2014) for quotations.

HEADTEACHER'S DELEGATED RESPONSIBILITIES

Appointments – the appointment of teaching staff, non-teaching staff and supply staff delegated to the Headteacher.

Appointments to the Leadership Scale to be dealt with by Governing Body/Personnel Committee.

Dismissals – no delegation to the Headteacher.



Curriculum Committee & Standards and Effectiveness Committee.

CO - CHAIRS: Karen Trevelyan and Victoria Ashfield.

Members: Angela Lamb, Sarah Took, Victoria Ashfield, Hannah Palin, Mike Ritson, Garry Stout, Andrew Tonner, Lynn Laird, David Seed.

Curriculum

- Develop, sustain and review the current curriculum offer: academic, vocational, additional and extended.
- Review, analyse and plan future needs.
- Review the school's curriculum statement and policies as required in the light of developments in school and of statutory obligations regarding the National Curriculum.
- In collaboration with members of staff report to the Governing Body on how the curriculum is taught, evaluated and resourced.
- Report exceptions to full GB meetings.
- Contribute to the School Development Plan including target setting and monitoring mechanisms.

Staff Development

- Advise on drafting job descriptions.
- Advise on the staffing structure to meet current and future needs.
- Review and report on opportunities for and outcomes of staff professional development.
- Provide opportunities to share the development of well-judged and imaginative teaching and learning environment (through the use of Learning Walks and meetings with members of staff).

Support the 'Additional & Different curriculum

- Report on the use of interventions.
- Review SEND agenda.
- Monitor the use of Extended Day.

Specific annual priorities (2017-18)

- Therapeutic developments.
- Use of new building.



Pupil Performance

Monitor and review school performance data and report to governors according to statutory requirements.

- Monitor academic achievement and progress including use of pupil premium and achievement of identified groups.
- Review external examinations (annually) and progress (termly).
- Monitor SEMH indicators (behaviour, attendance, exclusions and therapeutic interventions) Identify successes and deficits (these two at alternative meetings each term).
- Explore alternative programmes in cases of deficit. Report exceptions to full GB meetings.
- Carry out subject reviews according to the programme in SIP.
- Identify any support (including external) needs.
- Review outcomes of intervention programmes.
- Contribute to the School Improvement Plan.

Performance Management

- Monitor process and have general oversight of outcomes.

Quality of Teaching

- Monitor the school's processes for evaluating the quality of teaching and pupil progress including: lesson observations, work scrutiny, planning, assessment and accreditation.
- Monitor concerns raised regarding quality of teaching and propose action where required.

Annual Priorities (according to SIP)

Personnel Committee

(and pupil Disciplinary Committee)

CHAIR:

Members: Victoria Ashfield, Lynn Laird, Angela Lamb, Sarah Took.

Terms of Reference:

Appointments

- * Teaching Staff appointments (delegated to Headteacher)
- Headteacher/Deputy Headteacher appointments will be subject to consideration by the full Governing Body and if the appointment is delegated to a panel will need to be endorsed by the full Governing Body.
- * Supply cover (delegated to Headteacher)
- * Non teaching staff appointments (delegated to Headteacher)
- When teaching appointments are made by this committee, short listing will also be by this committee
- Review temporary contracts on an annual basis

Appraisals

- To ensure that an Appraisal Policy is in place and is carried out.
- Consider staff Leave of Absence (only if necessary after delegation to Headteacher)

Staffing Structure

- Define and agree staffing structure and posts.
(Budgetary implications submitted to Finance and/or Pay Review)

Additional

- To act as the Pupil Discipline Committee.
- Oversee pupil exclusions.
(the 1999 regulations require that pupil exclusions are dealt with by a committee of governors).
To respond to parental complaints.
To review governor training requirements.

First/Pay Review Committee



CHAIR: Angela Lamb.

Members: Lynn Laird, Karen Trevelyan.

Terms of Reference:

- To act in accordance with the Teachers' Pay Policy adopted by the Governing Body to include matters relating to: teaching and learning responsibility payments, recruitment and retention payments, points for previous experience, bursaries.
- To report to the Finance Committee on Pay Review-related expenditure.
- To make any decisions under the personnel procedures adopted by the Governing Body, e.g. disciplinary, grievance, ill health, capability etc where the Headteacher is the subject of the action
- To make any decisions relating to a member of staff (other than the Headteacher) under the Personnel procedures adopted by the Governing Body
- Reducing the staffing.

Appeals

CHAIR:

Members: Victoria Ashfield, Hannah Palin, Garry Stout.

Terms of Reference:

- To consider any appeal against a decision to dismiss a member of staff made by the First/Pay Review Committee
- To consider any appeal against a decision under the personnel procedures adopted by the Governing Body. (Eg. Disciplinary, pay review, capability etc.).
- To consider any appeal against selection for redundancy.

Head Teacher's Performance

Members: Angela Lamb, Victoria Ashfield, Lynn Laird, Kevin Burn.