

BEDE BURN PRIMARY SCHOOL

COMMITTEES OF THE GOVERNING BOARD

Role of the Committee

- Sharing the load.
- Using the expertise of Governors to deal with specific subject areas.
- Releasing the full Governing Board 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 Board. The Governing Board still has the final responsibility for any decision taken by its Committees. Those decisions must be reported to the Governing Board 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 Board, acting with the authority of the Board, 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 Board can **NOT** delegate the following functions:

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

The Governing Board 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 Board 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 Board.

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

BEDE BURN PRIMARY SCHOOL

Common Conventions for All Committees

How and when to report back to Governing Board

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

Committee confidential minutes were to be sent to the Chair of the Governing Board, the Head Teacher and the Chair of the Committee (which they pertained to) when being presented to the Governing Board. The Chair of the Committee or Chair of the Governing Board was to report a summary of the minutes to the Board. (27/6/18)

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 Board 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

Terms of Reference

1.1. Appointments

All appointments to be advertised and candidates interviewed irrespective of number.

(a) Head Teacher and Assistant Head Teacher

Procedures by Staffing Committee
Shortlisting by the Board of Governors
Appointment by the Board of Governors.

(b) All TLR Posts

Procedure by the Staffing/Disciplinary Committee
Shortlist by the Staffing/Disciplinary Committee,
Appointment by the Staffing/Disciplinary Committee.

(c) Main Professional Grade Teachers & School Support Staff

Procedure by the Head teacher, one member of the Staffing Committee and 1 Member of the Senior Management Team (if required)
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).

(d) Temporary teachers and support staffing: Procedure/Shortlist/appointment by the Head teacher.

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 Board 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 Board.
- (iii) To monitor the use of exclusion within the school.

Composition of the Committee

Staffing: Full Governing Board.

Staff Disciplinary/Grievance Procedure: Chair and two named governors.

Pupil Disciplinary: Full Governing Board

Disqualification:

The Head teacher and governors employed by the school shall not be a member of the committee where reductions in staffing, staff grievances or staff disciplinary matters are under consideration.

Governors with prior knowledge of the pupil or incident.

Quorum: 3

Membership:

Staffing: Chair, Vice Chair, Head teacher and three named governors (Nigel Yarrow, Jason Ali and Nicola O'Doherty).

Staff Disciplinary/Grievance Procedure: Chair and two named governors (Nigel Yarrow and Jean Watson).

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

2. Pay Review Committee

Terms of Reference

The Committee have fully delegated powers to make decisions within the pay policy determined by the Governing Board 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 Board when the school's pay policy needs to be revised.

Composition of the Committee:

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

Quorum: 3

Membership:

Mrs L Reiling, Mrs N O'Doherty, Mr M Overton and Mr N Yarrow (Head Teacher in attendance only)

3. Complaints Committee

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

The Panel can:

- 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.

Composition of the Committee:

4 governors

Quorum: 3

Membership

Mr N Yarrow, Mrs L Reiling, Mr M Overton and Mrs N O'Doherty.

4. Appeals Committee

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

Composition of the Committee:

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

Membership

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

DESIGNATED RESPONSIBILITIES TO INDIVIDUALS/GROUPS

Common Conventions for all Delegations:

1. Head teacher's Performance Management Group

Terms of reference:

- To arrange to meet with the External Adviser to discuss the Head teacher's performance targets
- To monitor through the year the performance of the Head teacher against the targets
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually.
- Additional items which individual Governing Boards may wish to include.

Disqualification:

The Head teacher and staff governors.

Composition of the Group

Three governors (two governors must be present)

Membership of the Group

Mrs J Richardson, Mr M Overton and Mrs L Reiling.

2. Link Governor

- 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 regularly report to the governing Board, or any committee or group determined by the governing Board, on developments and progress within their area of responsibility
- To raise the profile of the area of responsibility when related matters are considered by the governing Board
- To attend training as appropriate
- *Any items which individual governing bodies may wish to include*

LINK GOVERNORS

Areas of Responsibility	Link Governor	Staff Member
• Inclusion/SEN/Pupil Premium	Mr M Overton	Amanda Lenney
• EYFS	Mr M Overton	Jill Evans
• Health and Safety	Mrs J Parkes	Colin McKeown
• Behaviour/ Child Protection	Mrs L Reiling	Nicola Faulkner
• Safeguarding	Mrs L Reiling	Nicola Faulkner
• Assessment & Strategic Planning	Mrs L Reiling	Nicola Faulkner
• English	Mrs N O'Doherty	Marie Todd
• Foundation Curriculum	Mrs J Watson	Marie Todd
• Computing	Mr J Ali	Joanne Peel/ Amy Franchi
• Mathematics	Mr J Ali	Myles Ferraro
• Website	Mr PNS Yarrow	Katie Edwards
• Science	Mrs N O'Docherty	Amanda Lenney
• Governor Induction/ Training/ Mentoring	Mrs L Reiling	Nicola Faulkner

**SCHEME OF DELEGATION AUTHORITY BY THE GOVERNING BOARD OF
BEDE BURN PRIMARY SCHOOL**

These delegations supersede all previous delegations by the Governing Board.

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 Governing Board Governing Board	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 Assistant Head Teachers Office Manager	Annually
11.1c Orders for Work, Goods and Services	Signatories to official order forms	Head Teacher Assistant Head Teachers	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 Governing Board meeting)	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 Contract value £50,000 to £100,000 after a minimum of three written quotations	Head Teacher Assistant Head Teachers Head Teacher Assistant Head Teachers Head Teacher Deputy Head Teacher Governing Board	Annually

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 Assistant Head teachers	Annually
14.3 Salaries, Wages Pensions and Other Emoluments	Certification of time records and other pay documents	Head Teacher Assistant Head Teachers	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 Adults and Health must authorise the disposal of assets in the first instance	Head Teacher Assistant Head Teachers	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 Board	
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 Assistant Head Teachers	Annually

SGFR – School Governors' Financial Regulations
CSO – Contract Standing Orders