

GOVERNING BODY OF HUMMERSEA PRIMARY SCHOOL
ARRANGEMENTS FOR DELEGATION OF RESPONSIBILITIES AS AT
MARCH 2017

Chair of committees and the Headteacher should not act as clerks to committee meetings.

GENERAL PURPOSES COMMITTEE

Membership: All Governors

Quorum: 3

Chair: Vacant

Resources Remit:

- : To consider the budget allocation from the LA and agree a budget for the financial year.
- : To vire between budget headings during the course of the year.
- : To monitor spending and examine outturn figures during the financial year.
- : To approve the school's charging policy.
- : To determine charges for lettings.
- : To advise on matters relating to competitive tendering.
- : To liaise with the full Governing Body over matters relating to School Development Plans.
- : To determine the staffing levels and annual teaching staff establishment.
- : To determine the number of deployments of posts above the basic level.
- : To take decisions about purchasing LA services.
- : To take decisions about spending SEN money and monitor the school's provision for pupils with Special Educational Needs.
- : To consider application for early retirement from the Head Teacher.
- : To ensure compliance with the requirements of the Schools' Financial Value Standard

Note: Day to day management of the budget delegated to the Head Teacher.

- : To annually inspect the premises and grounds and prepare a statement of priorities for maintenance and development for the approval of the Governing Body.
- : To approve costs and arrangements for maintenance, repair and redecoration within the budget allocation.
- : To ensure the school complies with health and safety regulations.
- : To oversee the preparation and implementation of contracts.
- : To prepare a lettings and charges policy which takes into account the needs of the local community for the approval of the Governing Body, and to consider any applications for use of school premises outside normal school hours, bearing in mind school policy.
- : To ensure the school follows LA directions on community use outside school hours.
- : To receive, consider and make recommendations to the Governing Body on matters relating to the shared management of the premises.
- : To prepare and implement a monitoring policy for the purpose of monitoring the School Development Plan/Action Plan in the area of premises and community.
- : To provide support and guidance to the Head Teacher on all matters relating to the school premises and grounds, security and health and safety.
- : To contribute to the School Development Plan.

Curriculum Remit:

- : To make recommendations to the Governing Body and review the school's curriculum statement as required in the light of the LA curriculum statement and statutory obligations regarding the National Curriculum.
- : In collaboration with the staff, to provide information about how the curriculum is taught, evaluated and resourced.
- : To review the policy and provision for sex education.
- : To review the policy and provision for collective worship and RE and make recommendations where necessary.
- : To prepare and implement a monitoring policy for the purpose of monitoring the implementation of the School Development Plan/Action Plan in the area of raising standards and improving performance.
- : To report to the Governing Body progress in implementing the monitoring policy.
- : To monitor and review information about school performance and reporting to parents according to statutory requirements, and to present an annual report to the Governing Body on national testing.
- : To ensure that the requirements of children with special educational needs are met.
- : To liaise with the Head Teacher in the compilation of the School Development Plan.
- : To approve targets and monitor progress.
- : To make recommendations to the full Governing Body about general principles on school discipline.

Where the governing body has adopted policies and procedures recommended by the HR team within Redcar and Cleveland Borough Council (the governing body's current HR provider), the governing body will comply with the most recent versions of those documents. (28 February 2017 FGB decision)

PUPIL DISCIPLINE COMMITTEE

Membership: Any 3 governors not paid to work at the school selected by the Chair and not previously involved with the pupil.

Quorum: 3

Remit:

- : To determine matters relating to pupil exclusions.

COMPLAINTS COMMITTEE

Membership and Quorum: Any 3 governors not paid to work at the School, at least one of which must be the Chair or Vice-Chair and the other two selected by the Chair, none of whom should previously have been involved in the complaint.

Remit:

- : To consider complaints.

PAY REVIEW / PERFORMANCE MANAGEMENT COMMITTEE

Membership: Pay Review: All governors not paid to work at the School
 Headteacher Performance Management : Chair, Vice-Chair, Mr J McGill

Quorum: 3 (2 for the purposes of Head Teacher performance management)

Remit:

Pay Review:

- to implement, monitor and review the Pay Policy for all staff and ensure compliance with statutory provisions for both teaching and non-teaching staff
- to make arrangements for the Pay Policy to be published and available under the agreed Freedom of Information Publication Scheme
- to undertake an annual review of all teaching staff salaries, including those of the Head and Deputy Head Teacher, in accordance with legal requirements, after the Head Teacher's performance management review
- to provide each member of staff with a written statement confirming his/her salary with effect from 1st September each year and to ensure that all staff are informed of the procedures for presenting individual cases to the Pay Review Committee and for submitting any subsequent appeals to the Staffing Appeals Committee
- to undertake a review of the school group and ISR at each annual salary review for the Head and Deputy Head Teacher
- to report all decisions on pay to the Governing Body.
- to ensure that procedures required by The (School Government) Regulations are complied with, especially with regard to agenda and minutes.
- to ensure that detailed records are kept of all matters and minutes relating to pay.
- to review the rate of payment for out of school hours learning activity work carried out by teaching and support staff, where applicable, on an annual basis.
- to be accountable for decisions taken on matters of pay

In the event of any member of staff being dissatisfied with his/her pay decision and the matter cannot be resolved following discussion with the Chair of the Committee, the committee will hear representation from that staff member at a meeting convened specifically for this purpose.

Performance Management

- : To set a timescale for the planning performance management meetings with the External Performance Management Adviser and the review meeting itself.
- : To ensure that the school documentation required by the EPMA is supplied.
- : To undertake the performance review of the head teacher and agree objectives for the year.
- : To monitor objectives during the year.
- : To review objectives at the end of the year, producing a written statement on the head teacher's performance.

PROCEDURE FOR STAFF APPOINTMENTS AND DISMISSALS

The Governing Body delegates the power to appoint and dismiss staff outside of the Leadership Group to the Head Teacher and a nominated Governor (Chair). The

Governing Body also delegates power to take appropriate action under disciplinary and capability procedures to the Head Teacher.

STAFF HEARING COMMITTEE

(Membership at least three governors to be selected by the Chair of Governors (excluding any governors paid to work at the school))

Quorum: 3

Remit:

- To hear cases under disciplinary and capability procedures where the member of staff in question is the Head Teacher or another member of the Leadership Group and to determine an appropriate course of action, which may include dismissal.
- To hear cases under disciplinary or capability procedures for members of staff outside the Leadership Group in cases where the Head Teacher has prior involvement in the investigation and cannot, therefore, lead the hearing stage.
- To make decisions in relation to redundancy and early retirement where the member of staff in question is the Head Teacher or a member of the Senior Leadership Team.
- To hear any grievance against the Head Teacher at Stage 2 of the grievance procedure (The Chair of Governors would deal with such a grievance at Stage 1 of the process).

STAFF APPEALS COMMITTEE

(Membership at least three governors to be selected by the Chair of Governors (excluding any governors paid to work at the school and any governors who served on the Hearing Committee for the case in question))

Quorum: 3

Remit:

To hear any staffing appeals, including:

- Appeals under disciplinary, capability, redundancy, early retirement or grievance procedures.
- Appeals against pay decisions, in accordance with the school's Pay Policy.
- Appeals under performance management procedures, including any appeal from the Head Teacher (Performance management appeals are dealt with under the grievance procedure).

LINK GOVERNORS

LOCAL GOVERNORS ASSOCIATION REPRESENTATIVE

Chair

SEN GOVERNOR

Chair

LITERACY

L Tanner

NUMERACY GOVERNOR

P Jackson

SCIENCE GOVERNOR

C Johnson

ICT GOVERNOR

M Veal

HUMANITIES GOVERNOR

J McGill

EYFS

S Gilmore

SENIOR LEADERSHIP & STAFF WELFARE

J Parncutt

CREATIVE

R Hannah

SAFEGUARDING (INCLUDING LOOKED AFTER CHILDREN) GOVERNOR

J Parncutt

GOVERNORS TRAINED IN SAFER RECRUITMENT

Mr P Tyreman, Ms J Parncutt, Mr S Gilmore