

# Crossacres Primary Academy Governing Body Committee Arrangements 2016-17

## GENERAL PROVISIONS

To assist the Governing Body to fulfil its responsibilities in relation to the strategic leadership and management of the school, there is a potential need for Committees to cover the following functions:

- Personnel/Staffing/Human Resources
- Monitoring of Teaching and Learning/Standards/Quality of Provision/Curriculum
- Pupil Inclusion and Welfare
- Community
- Finance
- Premises/Health and Safety

In addition to these, the Governing Body is obliged to have regard to the following statutory requirements to be undertaken by Committee:

- Pupil Discipline
- Staff Appeals (e.g. Grievance, Discipline, Capability, Competency and Employment)
- Complaints (General, Curriculum and SEN)

## NUMBER OF COMMITTEE MEMBERS AND QUORUM FOR MEETINGS

The Governing Body will **appoint** at least three Governors to each Committee. The Head Teacher has the right to attend all Committee meetings, subject to the need to ensure impartiality.

The quorum for all Committee meetings must be three Governors or a higher number if the Governing Body decides this. The Head Teacher may be included for the purpose of the quorum, provided the Head Teacher is a Governor.

Where a Governor appointed by the Governing Body is unable to attend a Committee meeting, that Governor may nominate another Governor to attend the meeting, provided that the presence of the Governor so nominated would not be prejudicial to the impartiality of the Committee's proceedings.

## OTHER ATTENDANCES

### Associate Members

The Governing Body may invite Associate Members to attend their meetings in order to involve other people in the deliberations of the Governing Body and to make use of their expertise. Associate Members are not Governors and may not vote in full meetings. The Governing Body can appoint Associate Members to its Committees. Where it does so, the Associate Member(s) may have voting rights in Committee, if this has been agreed by the Governing Body either separately or by acceptance of these arrangements.

There are some restrictions – Associate Members cannot vote in Committee on the following issues: admission of children, pupil discipline (i.e. exclusion of children), the election or appointment of Governors, and the budget and financial commitments of the

Governing Body. Pupils who are Associate Members cannot vote unless they are aged 18+.

The quorum for Committee meetings excludes Associate Members. No vote can be taken in Committee meetings unless a majority of those present are Governors. Associate Members can chair Committees, but cannot have a second (or casting vote).

## **HEAD TEACHER ATTENDANCE**

If the Head Teacher is absent from duty, the Deputy Head Teacher or Senior Staff member should be invited to attend on the Head Teacher's behalf.

## **ATTENDANCE OF CHAIR OF GOVERNORS AND OTHER GOVERNORS**

Subject to any issue where it is necessary to preserve impartiality or where attendance maybe prejudicial to the workings of the committee, the Chair of Governors and any other member of the Governing Body have the right to attend all Committee meetings, though not to vote.

## **OTHER ATTENDEES**

Committees may invite others to attend their meetings, either on a regular basis or on specific occasions, for the purpose of seeking expert information and advice and enabling the Committee to effectively discharge its responsibilities. Such other persons cannot have voting rights.

## **APPOINTMENT OF CHAIR AND CLERK TO COMMITTEES**

The Chair of the Committee cannot be the Head Teacher or any other member of staff. The full Governing Body can appoint the Chair or allow the Committee to appoint its own Chair. Meetings may not be clerked by the Head Teacher nor any teacher employed within the school in order to comply with the expectations of the workforce reform regulations.

The Governing Body acknowledges that it is not good practice for a Governor to act as Clerk, as it detracts from that person's role as a Governor and makes it difficult to play a full part in the meeting. However, it is acknowledged that this may be necessary on some occasions where alternative arrangements for clerking cannot be made.

## **CONVENING MEETINGS**

Normally, the Chair of the Committee and Head Teacher will decide when a meeting is required. The Chair of the Committee or the Head Teacher or the Clerk to the Committee will agree who of them is to give all those with attendance rights seven days written notice of the meeting. In exceptional circumstances, and in the case of urgency, shorter notice will be acceptable.

## **MINUTES AND REPORTS**

Minutes of all Committee meetings must be taken by the Clerk of the Committee. Reports on all Committee meetings must be given at the next full meeting of the Governing Body.

## **ADVICE AND GUIDANCE**

Committees will work closely with and, where appropriate seek guidance from, the Local Authority.

## **REVIEW**

These Committee arrangements will be reviewed at least annually at an autumn term meeting of the Governing Body.

## **SCHEME OF DELEGATION TO COMMITTEES**

The Governing Body delegates to its Committees, such function as are specified in the Terms of Reference for each Committee. The Governing Body retains the right to perform functions that have been delegated to Committees.

## **MONITORING THE DELIVERY OF TEACHING AND LEARNING**

<b>Membership:</b>	To be determined by the Governing Body
<b>Quorum:</b>	Three Governors which may include the Head Teacher
<b>Chair:</b>	To be determined by the Committee
<b>Clerk:</b>	To be determined by the Governing Body

### **Terms of Reference:**

#### ***Curriculum***

- To assist the Governing Body to fulfil its statutory responsibilities for the overall school curriculum, including National Curriculum, religious education, collective worship, sex education and equality and to agree policies required of the Governing Body in these areas.
- To ensure that relevant standards are met.
- To promote and monitor activities which would secure pupils' understanding of the world of work and the development of skills to achieve economic wellbeing.

#### ***Inclusion***

- To assist the Governing Body in identification and assessment of the provision for children facing barriers to learning, for example SEN, EAL, LAC, FSM and agree policies required of the Governing Body in these areas.
- To monitor, evaluate and recommend procedures and policies relating to pupil health, safety and welfare (including Safeguarding and Child Protection), behaviour and discipline and to ensure there are systems in place which impact positively on achievement and behaviour.

#### ***Community***

- To be responsible for addressing issues of relationships with the community and promoting the school.
- To engage with and seek the views of learners and parents/carers and of the school's stakeholders and partners in order to inform the Governing Body and Head Teacher in their decision making about the way the school is run..
- To have oversight of the development of, and to monitor, extended schools provision and primary/secondary liaison and to report to the Governing Body with recommendations.

## **STRATEGIC PLANNING AND MONITORING GROUP**

<b>Membership:</b>	To be determined by the Governing Body
<b>Quorum:</b>	Three Governors which may include the Head Teacher
<b>Chair:</b>	To be determined by the Committee
<b>Clerk:</b>	To be determined by the Governing Body

### **Terms of Reference**

- Through the Head Teacher to monitor and evaluate the effectiveness of Teaching and Learning in delivery of the curriculum
- To consider pupil assessment data and agree/recommend school targets for pupil attainment to the Governing Body
- To monitor and evaluate implementation of the School Improvement Plan and in particular its priorities for pupils' learning
- To monitor pupil attendance and absence rates and levels of pupil exclusion and to consider strategies to improve them
- To work with the Senior Leadership Team to set up, monitor and evaluate the strategic aims of the school through the School Improvement Plan on a 5 year rolling timescale
- To consider and develop strategies for sustained school improvement
- To act as liaison between the Governing Body and the School Improvement Advisor
- To examine how well school addresses the 5 desired outcomes on the *Every Child Matters* Agenda
- In conjunction with staff, parents, children and governors facilitate development of the school's vision, mission and values
- To monitor how the Pupil Premium Funding grant is spent and what the impact of this is on attainment and attendance of children who attract this funding
- To actively promote British values prevent radicalisation and provide a safe environment for children and young people

## **FINANCE AND STAFFING COMMITTEE**

<b>Membership:</b>	To be determined by the Governing Body
<b>Quorum:</b>	Four Governors which may include the Head Teacher. However Staff and Parent Governors shall be excluded when matters relating to the pay, performance and discipline of individual staff members or the school staffing structure are discussed
<b>Chair:</b>	To be determined by the Committee
<b>Clerk:</b>	To be determined by the Governing Body

### **Terms of Reference:**

## **Personnel**

- To consider on behalf of the Governing Body, and review as appropriate from time to time, policies relating to management of staff, including the school pay and performance management policies.
- To determine the staffing structure in relation to the School Improvement Plan and curriculum requirements, and in the light of resources available.
- To monitor and evaluate the staff development programme in relation to curriculum and professional development needs as identified through performance management procedures and within the context of the School Improvement Plan.
- To exercise delegated powers in the appointment and management of staff (e.g. grievance, discipline, capability, competency, employment) including the annual pay review, taking into account Local Authority model policies/procedures and the resources available.

### **Pay Review Panel:**

Three Governors (minimum) from the Finance, Staffing and Premises Committee, who are not employed to work at the school will undertake the annual pay review and to decide on matters of pay in accordance with the provisions of the pay policy.

### **Staff Appointments:**

#### *Head Teacher and Deputy Head Teacher*

A Selection Panel will agree the job description, person specification and advertisement, and shortlist, interview and recommend an appointment to the full Governing Body. The Selection Panel will be made up of the Chair, Vice Chair and three to five available Governors, representing more than one category of the Governing body. (An associate Member may be included in the panel, if considered appropriate).

#### *All other appointments*

These are delegated to the Head Teacher subject to the Committee's approval to any revision of the staffing structure and the job description, person specification and salary scale for the post. Any necessary direct replacement posts which are required to be made outside the Committee meetings timetable will be agreed by the Committee Chair prior to advertisement. The Head Teacher should always seek to involve at least one other member of staff in all appointments to secure an objective assessment of the candidates against the person specification. Care must be taken to ensure compliance with such Safeguarding arrangements as are in place at the time. Governors will not normally be involved in appointments below Deputy Head level, though may do so if the Head Teacher believes such involvement would be helpful in the appointment process.

## **Finance**

- To consider all aspects of the school's financial management in support of improving standards of educational attainment and securing the welfare of pupils at the school.

- To consider options for the school budget and to approve a detailed spending plan for the school for each financial year together with an outline for any such subsequent years for which financial projections are available.
- Within these overall duties, the Committee will comply with the School's Scheme of Financial Delegation and Manchester City Council's Finance Regulations:
  - Wherever practical, three written quotations will be obtained for the purchase of goods and services not involving pre-negotiated contracts, including suppliers' catalogues.
  - For expenditure on the purchase of goods and services where contract value is likely to exceed £2,000 at least three written quotations will be obtained.
  - For complex purchases or contracts, professional advice and guidance should be sought from the Local Authority.
- The Head Teacher or, if delegated by the Head Teacher, the Business Manager, will approve items of expenditure up to £5,000 and any necessary virement of funds up to that amount only in any one year.
- The Chair of the Committee or Chair of Governors can approve single purchases up to £10,000.
- The Committee will:
  - Approve single purchases above £10,000 and the Governing Body over £20,000
  - Approve virement funds above £5,000.
  - Accept tenders in line with stated policy
  - Receive routine monitoring reports
  - Receive monitoring reports from the Head Teacher on the educational outcomes of major spending decisions
  - Oversee financial management procedures and standards and documentation in light of guidance from the Local Authority, Ofsted, Audit Commission and DfE, in particular the Schools Financial Value Standard.
  - Receive and, where appropriate, respond to periodic LA reports on the school's financial management procedures.
  - Ensure the annual audit of voluntary school funds and appointment of the auditor.
- Through the School Business Manager, the Head Teacher will:
  - Prepare options and a draft spending plan to support the priorities of the School Improvement Plan
  - Provide regular monitoring reports
  - Be responsible for maintaining financial management systems

### ***Premises Management***

- To have an oversight of all matters relating to premises and physical resources.
- To ensure inspection of the premises and grounds, and prepare a statement of priorities for maintenance and development.
- To approve the costs and arrangements for maintenance, repairs, fittings and furniture, and redecoration within the budget allocation and to oversee the preparation and implementation of building contracts.
- To monitor the school's compliance with Health and Safety regulations and the Disability Equality Duty, including a Disability Accessibility Audit.

- To receive and consider audits of the buildings and fabric and recommend remedial action if required.
- To ensure any necessary liaison with the Local Authority's Property Services officers.
- To monitor and review services from external providers and, where necessary, procure new services.
- To prepare, implement and review from time to time a lettings and charges policy for the approval of the Governing Body.

The Head Teacher is authorised to incur expenditure on day-to-day repairs and maintenance, equipment and materials within the approved spending plan.