King Street Primary School – School number 2750

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| **Committee Structure The Finance, Premises & Grounds Committee** **CHAIR: Mrs C Parkinson** Terms of Reference:  In conjunction with the Headteacher to draft the first formal budget plan of the financial year, for approval by the full Governing Body.  To establish and maintain an up-to-date 3 year financial plan.  To monitor income and expenditure, including virement decisions, significant anomalies from the anticipated position and report termly to 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.  To monitor expenditure of all voluntary funds kept on behalf of the Governing Body.  To annually review charges and remissions policies and expenses policies.  To make decisions in respect of service level agreements.  To make decisions on expenditure following recommendations from other committees.  To prepare financial statements for inclusion in any reports to parents.  To ensure as far as is practical that any Health and Safety (H&S) issues are appropriately funded in accordance with priorities.  To ensure that Pay Review Committee and Pay Appeal Committee decisions are appropriately funded.  Ensure that the school meets health and safety requirements and review the school’s Health & Safety Policy regularly.  Ensure that adequate provision is made to make the building safe and secure, Health and Safety Policy.  Ensure that buildings and the learning environment are maintained and fit for purpose.  Oversee the use of the premises by outside users.  Establish and keep under review an asset management/building development plan.  Establish and keep under review an Accessibility Plan.  Contribute to the development and monitoring of the School Improvement Plan and the SEF.  Ensure the school meets the requirements of the SEN and relevant disability legislation. *Meetings: termly, or each half term, planned to coincide with Oracle*. *Disqualifications: when there may be a conflict of interest; a fair hearing is required; or a pecuniary interest. Associate Members may not vote.*

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| **Personnel & Staffing Committee** **CHAIR: Mrs C Parkinson** Terms of Reference:  To carry out an annual review of the staffing structure in consultation with the Headteacher and the Finance Committee.  To oversee the appointment procedure for all staff.  To establish and review a performance management policy for all staff.  To keep under review work/life balance, working conditions and well being, including the monitoring of absence.  To make recommendations to the Finance Committee on Personnel-related expenditure.  Pupil Discipline.  Pupil Exclusion - the 1999 regulations require that pupil exclusions are dealt with by a Committee of Governors.  Parental Complaints. *Meetings: As required.* *Pecuniary interest.* Delegation to the Headteacher School Staffing (England) Regulations 2009. **Appointment:** The Governing Body can delegate the power to appoint outside the leadership group to the Headteacher and one or more Governors.  Any permanent post – involvement of Chair or one or more Governor/s  Temporary and supply posts - Headteacher only. **Dismissals:** Governing  |

**First / Pay Review Committee** 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, eg 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. **Headteacher’s Performance Review Committee** Terms of Reference:  To arrange to meet with the External Adviser (EA) or Education Development Partner (EDP) to discuss the Headteacher’s performance targets.  To decide with support from the EA or EDP whether the targets have been met and to set new targets annually.  To monitor throughout the year the performance of the Headteacher against the targets.  To make recommendations to the appropriate committee in respect of awards for the successful meeting of set targets. *Meetings: Autumn term, plus monitoring meetings.* *Disqualifications: the Headteacher and staff.* **Appeals Committee** 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. **Curriculum and Standards****CHAIR: Mrs Susan Soar** To make recommendations to the Governing Body and review the school’s curriculum statement and policies 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 through governor monitoring.  To review the policy and provision for sex education and to make recommendations where necessary.  To review the policy and provision for collective worship and RE and to make recommendations where necessary.  To monitor and review information about school performance and reporting to parents accordingly to statutory requirements.  To contribute to the School Development Plan.  Curriculum/performance review including target setting and monitoring mechanisms. *Meetings: as and when required.* *Disqualifications: conflict of interest, pecuniary interest.*  |