



Kingsholm C of E Primary School

Governor Committees Terms of Reference

In order to conduct its business effectively and comply with school policies the Governing Body has a number of ancillary committees. The purpose of these committees is:

- To inform the Governing Body about particular aspects of the school.
- To work with staff to develop policies for the approval of the full Governing Body.
- To ensure the Governing Body is carrying out its legal responsibilities.
- To share the workload.
- To improve decision-making.

The Governing Body will have six ancillary committees:

Resources Committee
Review and Appeals Panel
Headteachers Pay and Performance Panel
Pay and Grading Panel
Pay and Grading Appeals Panel

The Terms of Reference and delegations to the ancillary committees will be reviewed annually at the first Governing Body of the Academic Year.

At the start of each Academic Year, and as required, the Chair of Governors along with the Clerk to the Governors will compile a list of Governors who are eligible to sit on Governor panel. Those who are eligible will be notified.

Resources Committee

Purpose: To assist the Governing Body in overseeing the Personnel, Financial, Premises aspects of school business.

Membership: The committee will consist of a minimum of six governors of whom one is the Headteacher and one Chair of the committee. The committee may co-opt associate members with voting rights and must make recommendations for these appointments to the Governing Body for approval. Nominations for Chair will be taken each academic year, where there is more than one nomination a vote will be taken.

Quorum: Three members.

Delegation: The Resources Committee is delegated to approve up to £10,000 in expenditure, and one single annual amount of £20,000 to cover the Teacher's Absence Insurance (due annually in March). To review the policies listed below and take such decisions as are necessary to facilitate the day to day running of the School and meet statutory obligations. The minutes of meetings will be circulated to all Governors and presented at Full Governing Body meetings.

Meetings: At least once a term prior to the termly Full Governing Body meeting and otherwise as required. The minutes of the Resources Committee will be circulated to the Governing Body.

All papers, discussions and decisions are confidential information.

The Resources Committee will, on behalf of the Governing Body, review the following policies:

HR Policies	Finance Policies	Premises Policies
Absence (Staff)	Charging and Remissions	CCTV
Additional Staff Payments	Debt	Emergency Management
Appraisals	Finance	
Capability	Lettings	
Code of Conduct & Reporting (Whistleblowing)	Nursery Charges & Debt	
Confidentiality		
Flexible Working		
Job Share		
Pay and Grading		
Performance Management & Appraisal		
Sabbatical		
Staff Development		
School Policies		
Complaints (School Complaints)		
Vexatious Complaints		

Finance

- To provide guidance and assistance to the Headteacher and the School Leadership Team, and the Governing Body in all matters relating to budgeting and finance.
- To review financial policy statements, including consideration of long-term planning and resource implications for the school.
- To consider each year's annual improvement plan for the school, identify the priorities and present an annual budget to the Governing Body for approval.
- To make decisions on the allocation of the budget across the cost centres.
- To prepare the budget on behalf of the full Governing Body.
- To receive regular reports on the school's income and expenditure, showing a comparison of these against the budget estimates and to take remedial action where necessary.
- To make decisions on exceptional spending for items of £10,000 - £20,000.
- To check on staff and governor's travelling and subsistence expenses.
- To check the annual accounts of voluntary funds held by the school.
- To consider the recommendations of any external audit and monitor their implementation.

Staffing

- To make recommendations annually to the Governing Body on the number of staff to be employed by the school.
- To ensure that all procedures relating to the recruitment, selection and appointment of staff are in place and that they are kept under annual review following any changes in legislation. The school will follow Local Authority guidance.
- To receive reports from the Headteacher on job descriptions and staff changes.
- To ensure that all staff are aware of school Grievance and Disciplinary Procedures.
- To review the policy and procedures for redundancy.
- To annually review the Flexible Working Policy and consider Flexible Working appeals.
- To annually review the Sabbatical Policy and consider Sabbatical Request appeals.
- To ensure all staff have a current and accurate job description.
- To monitor the programme of staff development and training and ensure that it is meeting the needs of the school and its staff.

Pay and Performance

- To apply the School Pay Policy on behalf of the Full Governing Body in a fair and equitable manner.
- To ensure that the school meets its legal and contractual obligations in relation to pay and related Conditions of Service.
- To assist the Headteacher in the implementation of the Performance Management Policy.
- To review the salaries of teachers with effect from 1 September in accordance with existing arrangements, and notify the teachers in writing of the basis on which their place on the existing spine has been determined.
- To receive and consider requests for pay additions (e.g. UPRs & TLRs).
- To undertake pay and grading reviews as required.
- To exercise discretionary powers on behalf of the Governing Body but at all times to have regard for the school's ability to afford any awards made both in the short and long term.
- To undertake an annual review of the operation of the Pay Policy and to make a formal report to the Full Governing Body.

Premises

- To make decisions on matters relating to the premises and grounds.
- To contribute to, identify and prioritise issues relating to the premises section of the School Improvement Plan.
- To ensure Health and Safety requirements are met, including the checking of fire appliances, alarms, and security systems.

- To monitor the implementation of the Health and Safety Policy and act on any recommendations from external bodies.
- To maintain and monitor a rolling programme for small improvements and internal decoration.
- To monitor the general upkeep of the school.
- To annually review the lettings and charges policy.

Headteacher's Pay and Performance Panel

Purpose: To conduct the performance review, annual pay cycle of the Headteacher and professional development of the Headteacher. To set the pay scale for the Headteacher post.

Membership: Not less than three Governors, one whom will normally be the Chair of Governors. None of the Governors serving on the Panel will be employed within the school or have a pecuniary interest in the outcome. The panel will be elected annually in the Summer Term ready for the next Academic Year.

Quorum: Three Governors

Meetings: Twice a year, unless other special meetings are required.

Delegation: The broad outline of the Headteacher's Pay and Performance Panel work will be reported to the Governing Body.

Terms of reference:

The Panel will select the School Improvement Partner (SIP) and organize dates for Performance Management meetings.

In Term 1 of each Academic Year, the panel will review the performance of the Headteacher with the advice of the SIP, with particular reference to the quality of the Headteacher's leadership and management and the progress made by pupils at the school. Agree performance objectives with the Headteacher relating to these two aspects of their work. The context for these objectives should be the School Operation Plan.

After the Term 1 Performance Management Review, the Panel will make recommendations regarding performance related pay increases to the second Full Governing Body meeting of the year for ratification.

In Term 4 of each Academic Year, the Panel will conduct a mid-year review of objectives with the Headteacher.

The Panel will administer any limited payments to the Headteacher for temporary or irregular responsibilities or other specific reasons where it is not appropriate to incorporate into permanent pay.

When there is a vacancy or a significant change in the school's circumstances, the Panel will review the Headteacher's pay range.

NB: These TORs are also attached to the Pay Policy.

Governor Review and Appeal Panels

Membership: The panels will consist of at least three Governors one of whom will act as Chair of the Committee. None of the Governors serving on the committees:

- will be employed within the school or have an interest in the outcome.
- will have had involvement with previous stages of the case under consideration.

The Headteacher may exercise their right to attend to give advice, but may not vote.

Members are appointed on an ad hoc basis by the Chair of Governors in consultation with the Clerk to the Governors.

Quorum: Three Governors.

Meetings: As required.

Timings: 'Working days' exclude school holidays and 'inset' or training days where the pupils are not present.

Terms of Reference

The panels will consider request for reviews and appeals made under the following school policies:

HR Policies	School Policies
Absence	Complaints
Appraisals	Exclusions
Attendance	FOI
Capability	
Conduct	
Flexible Working	
Grievance	
Job Share	
Pay and Grading	
Sabbatical	

The exact procedures and timings for hearings are determined in the appropriate policies.

Conduct

At all hearings Governors will:

Appoint a Chair of the meeting.

Follow the procedures and timings laid in the appropriate School, DfES and Local Authority policy.

Review the relevant documents and evidence prepared for the meeting.

Ensure that the terms of the appropriate policy and related procedures have been correctly applied.

Consider all the verbal and written evidence.

Ensure all evidence verbal and written relates to the matter under consideration.

Call witnesses and seek additional evidence, information and advice as necessary. This may require the meeting to be adjourned.

Make decisions that are objective, impartial and based on the evidence presented.

Appoint a clerk or take notes of the meeting.

Issue a written decision.

Treat all papers, discussions and decisions as confidential.

At face to face meetings Governors will:

Ensure that the employee was aware of their right to be accompanied by a Trade Union official or workplace colleague and the procedures to be followed.

The Chair of the panel will introduce those present and explain the format and purpose of the meeting.

Ensure hearings are fair and equitable and all parties are treated with courtesy and respect and have the opportunity to state their case.

Ask exploratory questions and clarify as required.

Procedure

Governors will adopt the following procedure for face to face meetings:

The complainant or their representative presents their case, including documentary evidence if appropriate (Note: Any documents presented at the hearing must be provided to all those who will be in attendance at least 5 working days in advance).

Witnesses may be called if appropriate (Note: Confirmation of any witnesses agreeing to attend the meeting should be given at least 5 working days in advance).

The Headteacher asks questions of the complainant or their representative and witnesses.

The Headteacher responds and may present documentary evidence if appropriate and may call witnesses.

The complainant or their representative asks questions of the Headteacher and witnesses.

The panel asks questions of the Headteacher, or the complainant or their representative or witnesses.

The Headteacher summarises their response to the grievance. No new information should be introduced at this stage.

The complainant or their representative summarises the case. No new information should be introduced at this stage.

The complainant and their representative and the manager leave the room and the panel adjourns to consider their decision.

The panel reconvenes and the Chair confirms the decision and explains reason to the complainant and their representative and the Headteacher.

The panel explains complainant's rights of appeal.

The Chair explains the decision will be confirmed to all parties in writing within 5 working days of the date of the meeting.

The panel closes.

PAY REVIEW AND PAY APPEAL PANELS

Purpose: The Pay Review and Appeal Panels will consider Pay and Grading Representations made by staff to the Chair of Governors once the Informal Discussion stage of the Pay Appeal Procedure has been exhausted.

Membership: The panels will consist of at least three Governors, one of whom will act as Chair of the Panel. None of the Governors serving on the panels:

- will be employed within the school or have a pecuniary interest in the outcome.
- will have had involvement with previous stages of the pay or grading representation under consideration.

Members are appointed on an ad hoc basis by the Chair of Governors, in consultation with the Clerk to the Governors.

Quorum: Three Governors

Meetings: As required

Procedure:

The panels will:

Following the guidance for Governor Appeal Panels.

Ensure that the terms of the Pay Policy and related procedures have been correctly applied.

NB: These TORs are also attached to the Pay Policy.