

# **Cossington C E Primary School**

## **Governing Board**



### **Terms of Reference for Committees and Working Groups**

**September 2017**

# Contents

## Standing Committees:

- 1 Finance, Personnel & General Purposes Committee
- 2 Health, Safety & Safeguarding Committee
- 3 Pay Committee
- 4 Standards Committee

## First Committees:

- 5 Appointments Committee
- 6 Disciplinary and Grievance Committee

## Other Committees:

- 7 Appeals Committee
- 8 Complaints Committee

## Working Groups:

- 9 Engaging Parents Working Group

## **FINANCE, PERSONNEL & GENERAL PURPOSES COMMITTEE**

### **1 Purpose**

The purpose of the Finance, Personnel & General Purposes Committee is to oversee the financial performance of the school and make sure that human and financial resources are effectively used.

### **2 Membership**

The membership of the Finance, Personnel & General Purposes Committee will comprise of the Chair of Governors, the Headteacher, and at least 3 other governors.

### **3 Quorum**

A quorum shall be three members including the Headteacher or their delegated representative.

### **4 Meetings**

The Finance, Personnel & General Purposes Committee will meet once each term. Other meetings may be necessary on an ad hoc basis. The Chair shall be elected by the Full Governing Board annually at the first meeting of the Autumn term.

Meetings will be convened by the Chair and minuted by someone nominated for the purpose who will prepare an agenda which will be distributed to members at least seven days prior to the meeting, along with any papers, notices, etc. Then prepare and distribute draft minutes of the meeting to members within two weeks of the meeting. The minutes will be made available to all governors at the next Full Governing Board meeting.

### **5 Responsibilities**

The Finance, Personnel & General Purposes Committee will be responsible for the following delegated functions:

- the resource management of the school operate in line with legislation, our own policy, best practice guidance, Local Authority financial regulations and the Leicestershire Local Management of Schools (LMS) framework
- ensuring that resources and finance are used as effectively as possible so that school staff can do their job well
- working with the head teacher and other committee to set and monitor the annual budget for the school, ensuring that there are clear links to the School Development Plan (SDP)
- monitoring income and expenditure, managing debt, ensuring suitable insurance arrangements and monitoring the inventory
- compliance with the Schools Financial Value Standard (SFVS)
- provision for medium and long term financial planning
- awareness of funding opportunities and how these can be accessed
  
- monitoring the staffing structure and making recommendations where needed, including but not only in relation to job descriptions and leave of absence
- monitoring and evaluating recruitment requirements, agreeing recruitment procedures and ensuring compliance with safer recruitment principles
  
- the review and agreement all policies delegated to the committee
- taking decisions on such issues as delegated by the governing board and reporting back.

### **6 General Considerations**

The membership and terms of reference of the committee shall be reviewed annually and confirmed by the governing board at the first meeting of the Autumn term.

## HEALTH, SAFETY & SAFEGUARDING COMMITTEE

### 1 Purpose

The purpose of the Health, Safety and Safeguarding Committee is to provide for the health and safety of children, parents, staff and other users of the premises; the well-being of children and staff; and to ensure that child protection and safeguarding practices are robust.

### 2 Membership

The membership of the Health, Safety and Safeguarding Committee will comprise of the Chair of Governors, the Headteacher, and at least 3 other governors.

### 3 Quorum

A quorum shall be three members including the Headteacher or their delegated representative.

### 4 Meetings

The Health, Safety and Safeguarding Committee will meet once each term. Other meetings may be necessary on an ad hoc basis. The Chair shall be elected by the Full Governing Board annually at the first meeting of the Autumn term.

Meetings will be convened by the Chair and minuted by someone nominated for the purpose who will prepare an agenda which will be distributed to members at least seven days prior to the meeting, along with any papers, notices, etc. Then prepare and distribute draft minutes of the meeting to members within two weeks of the meeting. The minutes will be made available to all governors at the next Full Governing Board meeting.

A health and safety walk of the premises, which will include the premises Officer, will be conducted prior to each meeting and a copy of the report appended to the minutes.

### 5 Responsibilities

The Health, Safety and Safeguarding Committee will be responsible for the following delegated functions:

- ensuring that the school operates in line with legislation, our own policy and best practice guidance
- monitoring the school's safeguarding policy and practice in relation to Keeping Children Safe in Education 2016
- Ensure that there is a Designated Senior Person (DSP) with appropriate training; a Safeguarding governor; and a nominated person to liaise with the Local Authority in case of allegations against the head teacher
- Ensure that Safer Recruitment practices are followed and monitor the Single Central Register (SCR)
- the strategic leadership of health, safety and premises management, including maintenance and risk assessment
- the conduct of a termly health and safety walk to ensure that the school is in a good state of repair and fit for purpose
- making recommendations to the Finance, Personnel and General Purposes Committee regarding the annual budget for the school, ensuring that there are clear links to the School Development Plan (SDP)
- ensure that appropriate training opportunities are provided to staff and governors in relation to health, safety and safeguarding
- to review and agree all policies delegated to the committee
- to take decisions on such issues as delegated by the governing board and report back.

### 6 General Considerations

The membership and terms of reference of the committee shall be reviewed annually and confirmed by the governing board at the first meeting of the Autumn term.

## **PAY COMMITTEE**

### **1 Purpose**

The purpose of the Pay Committee is to develop, monitor and evaluate the Pay Policy and its implementation.

### **2 Membership**

The membership of the Health, Safety and Safeguarding Committee will comprise of the Chair of Governors, the Headteacher, and at least 3 other governors.

The membership of the Pay Committee will comprise of the Chair of Governors and at least 3 other governors. The Headteacher will be a non-voting member. Any other person paid to work at the school, (other than the Headteacher), shall not sit on the Pay Committee.

### **3 Quorum**

A quorum shall be three members including the Chair of Governors but not including the Headteacher.

### **4 Meetings**

The Pay Committee will meet three times a year at the beginning, middle and end of the performance management cycle. Other meetings may be necessary on an ad hoc basis. The Chair shall be elected by the Full Governing Board annually at the first meeting of the Autumn term.

Meetings will be convened by the Chair and minuted by someone nominated for the purpose who will prepare an agenda which will be distributed to members at least seven days prior to the meeting, along with any papers, notices, etc. Then prepare and distribute draft minutes of the meeting to members within two weeks of the meeting. The minutes will remain confidential but may be viewed by governors.

### **5 Responsibilities**

The Pay Committee will be responsible for the following delegated functions:

- ensuring that the Pay Policy operates in line with legislation, our own policy and best practice guidance
- ensuring that the Pay Policy is applied in a fair and consistent way
- the application of all statutory and contractual requests
- the development, proposal, monitoring and review of the Pay Policy and Performance Management Policy
- an annual review of salaries for all teaching staff, Deputy and Head teacher
- the provision of a salary statement for each teacher within the timescales required
- making decisions relating to pay progression for all teachers, acting on the advice of the Head Teacher
- the setting and review of targets for Assistant or Deputy Head teachers are undertaken by the Head teacher
- making decisions about the Head Teacher's pay upon receipt of a summary of findings and recommendation from the Head Teacher's Performance Review panel
- the notification of pay decisions to payroll officers
- notification on the total amount of funding required for pay progression to the Full Governing Board
- a particular regard to the issue of confidentiality in matters of staff pay
- to agree, monitor and review all policies delegated to the committee
- to take decisions on such issues as delegated by the governing board and report back.

### **6 General Considerations**

The membership and terms of reference of the committee shall be reviewed annually and confirmed by the governing board at the first meeting of the Autumn term.

Appeals against any decision of the Pay Committee will be heard by the Appeals Committee.

## PAY COMMITTEE: Appendix one - Meeting cycle

### Meeting 1:

The first meeting of the committee will be at the beginning of the performance management (PM) cycle, held in the second half term of the autumn term. It will receive and review sample PM objectives:

- Samples should be anonymised where possible, but should still be provided even where it may be known to which individual they relate (eg. there is only one teacher in each category). The samples need not include any personal development objectives.
- The committee should have examples of objectives where relevant for:
  - teachers on the main pay range
  - teachers on the upper pay range
  - teachers on the leadership scale
  - leading practitioners
  - teachers in different departments / year groups
- The committee may seek, where possible, to have examples of objectives for staff at the top and bottom of the main and upper pay ranges
- The committee should receive information to enable them to ensure equality of opportunity and avoidance of discrimination under the Equality Act 2010. A sample of objectives according to protected characteristics (where applicable) would provide an initial snapshot.

The pay committee should satisfy themselves that the objectives:

- are sufficiently differentiated between the different pay ranges and where appropriate, within pay ranges
- relate to the priorities and plans of the school in terms of school improvement
- are SMART objectives (Specific, Measurable, Attainable, Realistic, Time bound) and that there are clear success criteria.

It is not for the pay committee to set or revise objectives. Where there are concerns the pay committee should discuss these concerns with the head teacher.

### Meeting 2:

The second meeting of the pay committee should be held around March or April (depending on when Easter falls). It should receive mid-year information about the overall performance of all teachers. The overall performance of teachers includes:

- progress against objectives
- performance against the teaching standards (including, for example, teacher observations)
- performance in the job role
- personal responsibility for continuous professional development (CPD).

The information the committee receives at this stage need not be very detailed, but should give an indication of whether teachers are on track to meet overall performance expectations, or are being supported to achieve expectations if not. The information should again be anonymous (where possible) and should be an indication of the progress of teachers at different levels.

The information should be examined and compared to information about the overall quality of teaching and pupil progress / attainment. Any disparity should be discussed with the head teacher.

The pay committee should be satisfied that a mid year review has been completed.

### **Meeting 3:**

The third meeting is end of year monitoring. The governing board must ensure that each teacher's salary is reviewed annually, with effect from September 1st and no later than October 31st each year, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.

The pay committee has a role in ratifying / making pay decisions at the end of each year for individual teachers. Alongside looking at individual decisions, the pay committee has a responsibility to monitor the overall picture of performance and pay progression each year to ensure consistency and equality of pay decisions between teachers, between pay decisions and overall school performance.

It is recommended that the pay committee review the overall picture prior to making individual pay decisions. This allows the committee to challenge any inconsistencies between the data and affords the head teacher the opportunity to review any pay recommendations before they are confirmed.

The pay committee should receive, at the end of PM year, information about the overall performance of all teachers and any pay recommendations. The information should again be anonymous (where possible) and should be an indication of the progress of teachers at different levels.

The information should be examined and compared to information about the overall quality of teaching and pupil progress / attainment and any disparity discussed with the head teacher. The information provided should include information about patterns of progression and comparisons between subject departments and / or teachers deployed in different key stages.

Ofsted, when they inspect, will ask for anonymised information from the last three years which shows the progression of teachers who have:

- progressed along the main pay range
- progressed to, and along, the upper pay range
- progressed along the leadership range
- received additional responsibility payments, such as Teaching and Learning Responsibility (TLR) payments and Special Educational Needs (SEN) allowances.

In addition, the pay committee should monitor pay decisions in relation to the requirements under the Equality Act 2010. As with monitoring sample objectives, a breakdown of pay decisions according to each protected characteristic (where applicable) would provide an initial snapshot. Comparisons year on year would then show trends and may identify potential discriminatory practices.

At the end of the process, the governing board should review and update pay and appraisal policies as necessary in the light of experience.

## STANDARDS COMMITTEE

### 1 Purpose

The purpose of the Standards Committee is to hold the head teacher to account for the educational performance of the school and its pupils

### 2 Membership

The membership of the Standards Committee will comprise of the Chair of Governors, the Headteacher, and at least 3 other governors.

### 3 Quorum

A quorum shall be three members including the Headteacher or their delegated representative.

### 4 Meetings

The Standards Committee will meet once each term. Other meetings may be necessary on an ad hoc basis. The Chair shall be elected by the Full Governing Board annually at the first meeting of the Autumn term.

Meetings will be convened by the Chair and minuted by someone nominated for the purpose who will prepare an agenda which will be distributed to members at least seven days prior to the meeting, along with any papers, notices, etc. Then prepare and distribute draft minutes of the meeting to members within two weeks of the meeting. The minutes will be made available to all governors at the next Full Governing Board meeting.

### 5 Responsibilities

The Standards Committee will be responsible for the following delegated functions:

- ensuring that the curriculum and standards of the school operate in line with legislation, our own policy and best practice guidance
- overseeing the development and implementation of the School Development Plan (SDP)
- monitoring progress against the SDP, including
  - o analysing and interrogating relevant data to monitor the achievement of children throughout the school
  - o collecting evidence to support progress being made due to the quality of teaching across the school
  - o scrutiny of school life to monitor the behaviour and safety of the children
  - o providing support and challenge to the leadership and management of the school
- the development of the quality of teaching
- the use of data analysis, visits to school, benchmarking and other techniques to review and reflect on progress against the SDP
- receiving monitoring visit reports from governors, planning future visits and data collection
- drawing conclusions and monitoring progress based on the evidence
- have particular regard to the progress made by children for whom the school is in receipt of Pupil Premium Grant and by those who are higher achieving pupils
- monitoring the strategies and interventions which will support children's achievement, and progress
- monitoring the data collection cycle each term so that decisions are based upon the most up to date information
- to agree, monitor and review all policies delegated to the committee
- to take decisions on such issues as delegated by the governing board and report back.

### 6 General Considerations

The membership and terms of reference of the committee shall be reviewed annually and confirmed by the governing board at the first meeting of the Autumn term.



## APPOINTMENTS COMMITTEE

### 1 Purpose

The purpose of the Appointments Committee is to appoint the Head, Deputy Head and any other members of staff as agree by the Full Governing Board.

### 2 Membership

The membership of the Appointments Committee will comprise of the Chair or Vice Chair of Governors and the Head Teacher (except if that is the appointment in question) plus at least one other person who may or may not be a governor. The committee may have additional members who support the activity of the committee but do not participate in any voting.

### 3 Quorum

A quorum shall be three committee members including the Headteacher (or Chair / Vice Chair of Governors in the case of a head teacher appointment).

### 4 Meetings

The Appointments Committee will be convened as required. The Chair shall be elected from amongst its members. Minutes will be taken by someone nominated for that purpose. Records of shortlisting and interviews will be retained.

### 5 Responsibilities

The Appointments Committee will be responsible for:

- the review of any senior vacancy which arises
- developing a job description, detailed person specification, and an advertisement for the post
- arranging for any informal visits or other processes to take place as appropriate
- shortlisting suitable candidates in accordance with the job description, person specification and essential criteria
- agreeing the format of the interview and any tasks, exercises or questions to be used
- interviewing the shortlisted candidates
- seeking professional advice from the local authority or others as necessary
- appointing the preferred candidate or recommending the appointment to the Full Governing Board, as appropriate
- making suitable arrangements for informing the successful and unsuccessful candidates of the outcome and providing feedback
- attending relevant training
- to review and agree all policies delegated to the committee
- to take decisions on such issues as delegated by the governing board and report back.

### 6 General Considerations

The terms of reference of the committee shall be reviewed annually and confirmed by the governing board at the first meeting of the Autumn term.

Appeals against any decision of the Appointments Committee will be heard by the Appeals Committee.

## DISCIPLINARY AND GRIEVANCE COMMITTEE

### 1 Purpose

The purpose of the Disciplinary and Grievance Committee is to apply the Disciplinary and Grievance Policy and Procedures and hear any disciplinary or grievance matter which reaches this stage of the procedure.

### 2 Membership

The membership of the Disciplinary and Grievance Committee will comprise of the Chair or Vice Chair of Governors and at least two other governors. The committee may have additional members who support the activity of the committee but do not participate in any voting.

Members of the committee must be untainted by any of the proceedings prior to the committee being convened. If suitable governors cannot be found from the membership of Cossington's Full Governing Board, then governors from other schools may be recruited for the purpose of the committee.

### 3 Quorum

A quorum shall be three committee members including the Chair or Vice Chair of Governors provided that the latter meet the requirements to be untainted by the proceedings.

### 4 Meetings

The Disciplinary and Grievance Committee will be convened as required. The Chair shall be elected from amongst its members.

Minutes will be taken by someone nominated for that purpose and according to the guidance laid down in the Disciplinary and Grievance Policy. The members of staff concerned will have access to all papers at the same time as committee members.

Minutes will be taken, agreed by committee members and shared with the members of staff concerned. The outcome and any recommendations will be shared with the Full Governing Board.

### 5 Responsibilities

The Disciplinary and Grievance Committee will be responsible for:

- preparing for any committee meeting by reading and preparing notes and questions for the members of staff concerned
- applying the Disciplinary and Grievance Policy and Procedure
- conducting a hearing in accordance with the Disciplinary and Grievance Policy and procedure
- taking a view on the case and either upholding or dismissing the issue
- making any recommendations for future practice arising from the issue
- attending relevant training
- reviewing and agreeing any policies delegated to the committee
- taking any other decisions on such issues as delegated by the governing board and reporting back.

### 6 General Considerations

The terms of reference of the committee shall be reviewed annually and confirmed by the governing board at the first meeting of the Autumn term.

Appeals against any decision of the Disciplinary and Grievance Committee will be heard by the Appeals Committee.

## APPEALS COMMITTEE

### 1 Purpose

The purpose of the Appeals Committee is to hear an appeal against the decision of any first committee including pay committee, appointments committee and disciplinary and grievance committee.

### 2 Membership

The membership of the Appeals Committee will comprise of the Chair or Vice Chair of Governors and at least two other governors. The committee may have additional members who support the activity of the committee but do not participate in any voting.

Members of the committee must be untainted by any of the proceedings prior to the committee being convened. If suitable governors cannot be found from the membership of Cossington's Full Governing Board, then governors from other schools may be recruited for the purpose of the committee.

### 3 Quorum

A quorum shall be three committee members including the Chair or Vice Chair of Governors provided that the latter meet the requirements to be untainted by the proceedings.

### 4 Meetings

The Appeals Committee will be convened as required. The Chair shall be elected from amongst its members.

Minutes will be taken by someone nominated for that purpose and according to the guidance laid down in the relevant policy. The Appellant will have access to all papers at the same time as committee members.

Minutes will be taken, agreed by committee members and shared with the Appellant. The outcome and any recommendations will be shared with the Full Governing Board.

### 5 Responsibilities

The Appeals Committee will be responsible for:

- preparing for any committee meeting by reading and preparing notes and questions for the appellant and respondent
- applying the relevant Policy and Procedure
- conducting a hearing in accordance with the relevant policy and procedure
- taking a view on the Appellant's case and either upholding or dismissing the appeal
- making any recommendations for future practice arising from the appeal
- attending relevant training
- reviewing and agreeing any policies delegated to the committee
- taking any other decisions on such issues as delegated by the governing board and reporting back.

### 6 General Considerations

The terms of reference of the committee shall be reviewed annually and confirmed by the governing board at the first meeting of the Autumn term.

## COMPLAINTS COMMITTEE

### 1 Purpose

The purpose of the Complaints Committee is to apply the Complaints Policy and Procedures and hear any complaint which reaches stage 3 of the procedure.

### 2 Membership

The membership of the Complaints Committee will comprise of the Chair or Vice Chair of Governors and at least two other governors. The committee may have additional members who support the activity of the committee but do not participate in any voting.

Members of the committee must be untainted by any of the proceedings prior to the committee being convened. If suitable governors cannot be found from the membership of Cossington's Full Governing Board, then governors from other schools may be recruited for the purpose of the committee.

### 3 Quorum

A quorum shall be three committee members including the Chair or Vice Chair of Governors provided that the latter meet the requirements to be untainted by the proceedings.

### 4 Meetings

The Complaints Committee will be convened as required. The Chair shall be elected from amongst its members.

Meetings will be convened and minuted by the Clerk to Governors according to the guidance laid down in the Complaints Policy. The Complainant will have access to all papers at the same time as committee members.

Minutes will be taken by someone nominated for that purpose and according to the guidance laid down in the Complaints Policy. The Complainant will have access to all papers at the same time as committee members. Minutes will be taken, agreed by committee members and shared with the Complainant. The outcome and any recommendations will be shared with the Full Governing Board.

### 5 Responsibilities

The Complaints Committee will be responsible for:

- preparing for any committee meeting by reading and preparing notes and questions for the complainant and respondent
- applying the Complaints Policy and Procedure
- conducting a hearing in accordance with the Complaints Policy and procedure
- taking a view on the Complainant's case and either upholding or dismissing the complaint
- making any recommendations for future practice arising from the complaints
- attending relevant training
- reviewing and agreeing any policies delegated to the committee
- taking any other decisions on such issues as delegated by the governing board and reporting back.

### 6 General Considerations

The terms of reference of the committee shall be reviewed annually and confirmed by the governing board at the first meeting of the Autumn term.

## ENGAGING PARENTS WORKING PARTY

### 1 Purpose

The purpose of the Engaging Parents Working Party is to consider ways in which the school can increase and develop its engagement with parents

### 2 Membership

The membership of the Academy Conversion Working Party will comprise of

the Chair of Governors, the Vice Chair of Governors, the Headteacher, the Chair of the Resources Management Committee and the School Business Manager.

### 3 Quorum

A quorum shall be three members including the Headteacher or their delegated representative.

### 4 Meetings

The Engaging Parents Working Party will meet as often and at times and places agreed by its members. The Chair shall be elected from amongst its members. Meetings will be minuted and minutes will be circulated for the next meeting of the Full Governing Board.

The lifetime of the Engaging Parents Working Party will be until the Full Governing Board agrees that the Working Party should be closed or these terms of reference be amended.

### 5 Responsibilities

The Engaging Parents Working Party will be responsible for:

- considering ways in which the school can reach out to parents
- developing and implementing a strategy for increasing parental engagement
- reviewing the quality of parental engagement and how it can be improved
- working in partnership with the PFA and any other parents' interest groups
- making recommendations on such issues as delegated by the governing board and report back

### 6 General Considerations

The existence, membership and terms of reference of the working party shall be reviewed annually and confirmed by the governing board at the first meeting of the Autumn term.