

GOVERNING BODY OF PRESTON PRIMARY SCHOOL

DELEGATION OF FUNCTIONS TO COMMITTEES

1. RESOURCES COMMITTEE- Chair Jane Blyth

1.1 Financial Matters

- to consider the school improvement plan and ensure that its priorities are reflected in the annual budget;
- to consider and approve the budget allocation from the LA.
- to monitor spending against the agreed budget by examining financial statements during the year, at least termly;
- to consider the outturn position for the school;
- to consider medium term forward planning;
- to vire between budget headings as follows:-
individual virements to a maximum of £5,000 to be vired from one budget heading during the course of the financial year to be delegated to the Head Teacher, in consultation with the Chairman.
- day to day management of the budget to be delegated to the Head Teacher;
- to determine a financial procedures policy and to monitor its implementation;
- to agree and review a policy on the purchase and sale of equipment;
- to review the audited accounts of any private school's funds;
- to manage and enter into on behalf of the Governing Body any contracts for work in line with the Local Authority's related standing orders.

1.2 Staffing Matters

- determine the staffing structures and identify the number and deployment of posts;
- to ensure that procedures are in place with regard to employment policies and to ensure they fit into the overall school development plan and whole school pay policy;
- to ensure that proper recognition of equal opportunities policies is maintained thus preventing discrimination.

1.3 Appointment of Staff

- Head and Deputy Head Teacher - Governor Selection Panel;
- other teaching posts - Head Teacher with Governor involvement where appropriate e.g. Chair of Resources Committee
- non-teaching post - Head Teacher only.

1.4 Premises related matters (inc. Health and Safety)

- to liaise with LA Officers in order to maintain/improve the building within the budget set by the Governing Body and in accordance with procedures and practices;
- to liaise with the site supervisor in order to maintain/improve the standard of hygiene and cleanliness within the budget allocation;
- to liaise with the grounds maintenance contractor in order to maintain/improve the grounds within the budget allocation;
- to consider and advise the Governing Body on regulations relating to Health and Safety;

- to consider, cost, prioritise and make recommendations on the long term care and improvement of the buildings, grounds, furniture and fittings;
- to monitor and evaluate issues relating to premises within the school improvement plan;
- to advise the Governing Body on the school's charging and remissions policy
- to determine the charges for lettings;
- to consider applications for lettings and use of the school facilities.

2. SCHOOL IMPROVEMENT COMMITTEE- Chair Charlotte Benjamin

- to assist in the preparation and approve the School Improvement Plan ;
- to monitor and evaluate implementation of the Plan throughout the year;
- to consider and set targets for pupil achievement;
- to monitor and evaluate pupil performance figures throughout the year;
- to assist in the preparation of the School Performance Management Policy for approval by the Governing Body;
- to monitor and evaluate the implementation of the policy and its effect on the quality of teaching and learning throughout the school;
- to assist in the preparation of curriculum and other policy documents for approval by the Governing Body;
- to approve and monitor and evaluate the implementation of the policies;
- to consider, draft and approve the School Profile;
- produce and publish Governing Body Annual Performance targets;
- review and update School Prospectus;
- receive, review and approve SEF updates and amendments on a termly basis.

All other committees will be convened on a needs basis and as such, due to the smaller numbers as part of reconstitution, no chairs are elected annually.

3. STATUTORY COMMITTEES

3.1 Pupil Discipline and Welfare

- to be responsible for implementing and reviewing the school's disciplinary procedures within the appropriate legislation;
- To hold hearings to consider pupils excluded from school with a view to readmission or permanent exclusion.

3.2 Staffing Issues

3.2.1 Staff Initial

- to discuss the need for reduction in staffing and, if necessary, set criteria for nominations;
- to liaise with and consult the unions and professional associations prior to the meetings of the Staff Nomination Committee.

3.2.2 Staff Nomination

- to consider the criteria necessary to identify over-staffing;
- to nominate staff for possible redundancy in consultation with the LEA;

3.2.3 Staff Hearing

- to consider nominations for redundancy made by the Nominating Committee;
- to hear staff representations under grievance, disciplinary and capability procedures or other appropriate matters with regard to employment at the School.

3.2.4 Staff Appeals

- to hear any appeals from teaching and support staff as a result of decisions taken by Governors relating to employment, grading, conditions, grievance, discipline and capability procedures, or other appropriate matters with regard to employment at the School.

3.3 Pay and Performance Review

- to agree a pay scale for Main Pay Scale; Upper Pay Range, Leading Practitioners and Unqualified teachers within the minimum and maximum points as stated in the current *document* with effect from 1st September 2015
- to determine how pay decisions will take into account the performance of teachers in applying the uplift to the national framework for 1st September 2016
- to ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October each year, and the 31 December in the case of the Headteacher's annual review
- to consider reviews at other times in the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay
- assign the school to a Headteacher group for new appointments, by reference to the schools total unit score as per *the document*
- determine if a review is necessary of all of the school leadership posts.
- determine on review or appointment a salary range for Headteacher, Deputy and Assistant Headteachers in accordance with *the document*
- to determine salary at the time of the annual review for all staff
- to apply fairly, criteria related to discretionary areas of pay, as identified within the Pay Policy
- to consider the recommendations of the Headteacher or delegated representative in relation to the pay of the school workforce
- to consider initial representations made by staff where there is a dispute regarding pay
- to ensure that statutory and contractual requirements are applied to all staff groups
- to review job descriptions regularly and where responsibility or accountability is increased, to reconsider the grade in accordance with appropriate guidelines, and the job evaluation scheme for support staff determined by the LA
 - to ensure that adequate records of decisions are kept
 - to achieve the aims of the whole school pay policy in a fair and equitable manner

- to apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review.
- to minute clear and accurate records of the reasons for all decisions made about staff pay and report these decisions to the next meeting of the full governing body.
- to keep abreast of relevant developments and to advise the governing body when the school's pay policy needs to be revised
- to appoint and work with the school's independent external advisor to carry out the performance management of the Headteacher
- to authorise the Headteacher to determine levels of pay when appointing staff
- to work with the Headteacher in ensuring that the Governing Body complies with the school Appraisal Policy.
- to meet with the SIP to discuss the Headteacher's performance objectives;
- to decide, with the support of the SIP, whether the objectives have been met and to set new targets annually;
- to monitor throughout the year the performance of the Headteacher against the objectives;
- to make recommendations to the Pay Review Committee in respect of pay awards;
- to attend training where appropriate;
- to apply fairly criteria related to discretionary areas of pay (additional payments) as identified within the Pay Policy;
- to consider the recommendations of the Headteacher or delegated representative in relation to the pay of the school workforce, including the annual review of all staff;
- to consider initial representations made by staff where there is a dispute regarding pay;
- ensure that statutory and contractual requirements are applied to all staff groups to:
- to ensure that adequate records of decisions are kept;

3.4 Pay Appeals Committee

- to consider any appeal against salary/assessment/grading from members of staff (teaching and non teaching) arising from the Pay Review Procedures.

4. Lettings Committee

- to advise the Governing Body on the school's charging and remissions policy;
- to determine the charges for lettings;
- to consider applications for lettings and use of the school facilities.

5. Pupil Welfare and Discipline Committee

- to be responsible for the school's Disciplinary Procedures as agreed by the LA and within the appropriate legislation;
- to look at pastoral care and review behaviour and achievement policies;
- to hold hearings to consider pupils excluded from school with a view to readmission or permanent exclusion.

6. Complaints Committee

- to receive and consider parental complaints in line with the Governing Body's policy