

**St Godric's RCVA Primary School Committee of the  
Federated Governing Body No: 3502  
Committee Structure**

**Finance Premises & Grounds Committee**

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 Schools Financial Value Standard (SFVS).
- 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.

**Personnel Committee**

Terms of Reference:

- To carry out an annual review of the staffing structure in consultation with the Headteacher
- 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.

**Pay Review/First 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, SEN (Special Educational Needs) allowances, recruitment and retention payments, points for previous experience, bursaries, regradings.
- Staff disciplinary, grievance, capability and ill-health matters in accordance with the procedure adopted by the Governing Body
- Staff reductions (as the 'first' committees in accordance with the agreed procedure)

## **Appeals Committee**

Terms of Reference:

- To consider any appeal against a decision to dismiss a member of staff made by the Hearing/First Committee (or Headteacher if delegated).
- 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.

NB: Any appeals to be heard by Governors from St Marys

## **Admissions Committee**

Terms of Reference:

- To determine within statutory provisions and the Governing Body policy whether any child shall be admitted to the school.
- To review admission arrangements and to make recommendations for changes to the Governing Body.

## **Children and Community Committee**

ECM areas- Be Healthy

Staying Safe

- Ensuring that the school meets health and safety requirements and review the schools H&S policy regularly.
- Ensuring that PE is taught as part of the school curriculum and monitoring the quality and adequacy of provision.
- Promoting an ethos that encourages participation in competitive sport both within the school and between schools.
- Monitoring nutritional standards within the school to include school meals, snack provision and food available during wrap-around provision.
- Ensure that the school's policy on SEN is consistent with the code of practice and Disability Discrimination Act and that arrangements are made to ensure the policy is monitored and reviewed regularly. The policy is known to parents and carers.
- Consider developing a whole school drugs policy.
- Decide whether or not to provide sex and relationships education and consult parents.
- Monitor pupils' attitudes, values and how other personal qualities are developed within the school through the provision of RE and PHSCE and that parents are told of their right to withdraw their child.
- Ensure the effective integration of children with SEN.
- Consider the provision of sex and drugs education.
- Ensure that adequate provision is made to make the building safe and secure, Health and Safety policy.
- Ensure the school is fulfilling its responsibilities regarding child protection.
- Anti-Bullying and Behaviour Policies.
- 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.

- Ensure the school has an effective behaviour and anti-bullying policy. Monitor the implementation of this policy and its impact.
- Monitor the development of pupils' attitudes, values and other personal qualities.
- Aims and values for the school are agreed and positive ethos for the school is promoted. Policy decisions are consistent with the agreed aims, values and ethos.
- Ensure that the school has an effective school council. The Governing Body takes account of the school council in determining the way in which the school is conducted.
- The school promotes inclusive policies that allow for the achievement of all pupils.
- Ensure that adequate provision is made for transition between primary and secondary education
- Ensure that the school fulfils its statutory responsibilities in terms of Race discrimination.
- Ensure each child is able to reach their potential including the gifted and talented (differentiation).
- Act as Pupil Discipline Committee for Permanent/Fixed Term exclusions.
- Complaints.

### **School Committee**

- Conduct the school with a view to promoting high standards of education achievement
- Set targets for achievement at KS1 and KS2. Monitor the school's performance against these targets.
- Monitor the achievement of disadvantaged groups and the impact of policies on race, SEN, Looked After Children and Disability on pupils, parents and communities.
- Contribute to the development and monitoring of the School Improvement Plan and the SEF.
- Ensure that every child receives the full statutory curriculum that the school must provide.
- Ensure that a report on each pupil's educational achievements is forwarded to their parents/guardians annually.
- Set attendance targets and monitor the school's performance against these targets.
- Ensure the school has a curriculum policy that meets pupils' needs.
- Ensure the school has policies on Race and Disability Discrimination.
- In general terms, monitor teaching and learning and the progress of pupils.
- Monitor the provision of extra-curricular activities including overnight stays provided to encourage recreation and social development.
- Ensure the quality of education, teaching and learning.
- Plan to raise standards of achievement and monitor the school's performance.
- Consider out-of-hours provision Ensure the school works well with its community, parents and other schools.
- Ensure the school meets the requirements of the SEN and relevant disability legislation.
- Ensure the school works effectively with other agencies to support vulnerable children and their families.

## Delegation to Headteacher

- Appointment of all staff outside of the Leadership Group
- Approval of all school trips except trips abroad and out of bounds trips

In matters of Discipline and/or Capability, Redundancy and Ill-health

- First Written Warning

### VIREMENT and EXPENDITURE LIMITS

Virement Limits		Expenditure Limits	
Limit set for Headteacher without prior written approval of Chair or Governing Body	£ 5,000	Limit set for Headteacher without prior written approval of Chair or Governing Body	£ 5,000
Limit set for Headteacher with approval from Chair of Governors	Between £5,000 - and £10,000	Above this limit if an item was previously notified to the Governing Body.	
Prior Finance Committee or Chair of Governors approval (whichever is the soonest) to be sought outside of this limit and reported at the earliest opportunity.	Above £10,000	Prior Finance Committee or Chair of Governors approval (whichever is the soonest) to be sought outside of this limit and reported at the earliest opportunity.	

**NB** Any goods/services purchased and works to be carried out are subject to Durham County Council Contract Procedure Rules (January 2014) for quotations