

COMMITTEE STRUCTURE

Baysgarth School

Appointments Committee

Quorum 0

This is not a committee but a panel that meets when necessary. The chair or vice chair will nominate one governor to sit on interview panel for appointments of all staff with the exception of head or deputy head teacher.

Please note that a head teacher or deputy Head teacher appointment is a full governing body decision. The full governing body must meet with a 50% quorum to consider arrangements for the appointment.

NB A member of the appointments panel must have safer recruitment accreditation for the appointment to be legal.

Complaints Committee

Quorum 3

The complaints committee would only meet when necessary in line with the school's complaint policy. The chair of governors to nominate 3 or more if required available eligible governors who have had no prior involvement in the issue to be considered.

Chair - to be appointed at the meeting

Clerk - Miss Scowen

Terms of Reference:

- To hear any complaint with the exception of curriculum issues in line with the school's complaints procedure.

COMMITTEE STRUCTURE

Baysgarth School

Curriculum Standards & Quality Committee

Quorum 3

Mrs A M Bradley
Mrs N Goulthorpe
Mrs E J Jarrett
Miss L K Notman
Mr P P Swann

Chair: Mr Swann

Clerk: Miss Scowen

vacancy - to replace Miss Knight

Terms of Reference:

- to monitor progress against the school action plans and key subject action plans
- to consider pupil achievement targets, pupil progress and the impact of intervention strategies
- to make recommendations to the full governing body on curriculum issues
- to liaise with the senior leadership team in formulating the school development plan
- to monitor the school's action plans and to consider the impact on the achievement of pupils
- to review, amend and approve curriculum policies
- to receive information with regard to generalities for dealing with pupil issues such as attendance, social inclusion, discipline, special educational needs and safeguarding
- to receive governors' visits reports
- to consider for approval safeguarding and child protection policies annually and to review other health and safety policies as required including the accessibility plan
- to annually complete the safeguarding audit
- to deal with issues relating to the wellbeing of pupils, staff and premises
- to deal with issues relating to the medical needs of pupils
- to annually review and approve the behaviour policy
- to consider safeguarding matters in relation to Keeping Children Safe in Education

COMMITTEE STRUCTURE

Baysgarth School

Finance & Policy Committee

Quorum 3

Mrs C Edwards
Mr J Evison
Mr P P Swann
Mr M L Wedgewood

Finance, Policy & Health and Safety Committee

Mr Wedgwood (Chair)
Mr Evison
Mrs Witter
Headteacher

Clerk : Miss Scowen

Terms of Reference -

- to deal with finance and policy issues;
- to adhere to the requirements of the Schools Financial Value System;
- to approve policies other than curriculum or personnel policies;
- to monitor health and safety issues;
- to monitor the issuing and effectiveness of contracts;
- to ensure compliance with health and safety regulations;
- to investigate maintenance of school buildings;
- to consider formulation of bids for funding;
- to liaise with the head teacher on all issues relating to the fabric of the buildings and grounds including regular site inspections;
- to deal with issues relating to the wellbeing of pupils, staff and premises;
- to deal with issues relating to the medical needs of pupils.

Extent of Financial Delegation:-

- the head teacher and business manager be empowered to amend the budget during the course of the year (virements) to a limit of £40,000 per single transaction;
- the finance and policy committee be empowered to amend the budget during the course of the year (virements) above £40,000 per single transaction;
- the finance and policy committee be empowered to monitor income and expenditure during the year against the budget and decide upon corrective action where necessary to avoid overspending and to allocate any underspends to another project within the school;
- the head teacher and business manager be empowered to incur expenditure within the approved budget to a limit of £40,000 for a single transaction;

GOVERNOR SERVICES

COMMITTEE STRUCTURE

Baysgarth School

- the finance and policy committee be empowered to incur expenditure within the approved budget above £40,000 for a single transaction;
- the finance and policy committee be empowered to approve, monitor and review the operation of the procedures required by SFVS and to decide upon any corrective action that may be necessary to ensure compliance with the same; reference to be made to the governing body where deemed necessary;
- the head teacher be empowered to dispose of surplus equipment to a limit of £2,500. For items between £2,500 and £50,000 one month's notice of disposal must be given to the Director Learning Skills and Culture;
- the finance and policy committee be empowered to establish and maintain an up to date three year financial plan and approve the annual budget on behalf of the governing body;
- the finance and policy committee be empowered to buy into service level agreements except the governing bodies SLA;
- to review and respond to reports by internal audit and to monitor and ensure implementation of agreed actions;
- the finance and policy committee be authorised to monitor and review the charges and concessions policy annually and give particular consideration to the charges for community use;
- the finance and policy committee to meet at least once per term and report back on the school's finances to the full governing body through detailed minutes;
- the finance and policy committee be authorised to annually review and approve the governors' allowance policy;
- to meet every half term.

Human Resources Committee

Quorum 3

Mrs A M Bradley
Mr P Swann

head teacher

chair - Mrs Vickers

clerk - Miss Scowen

Terms of Reference: To deal with:-

- pay-grading issues (with the Head Teacher, in liaison with the LA, being empowered to deal with the annual incremental pay awards for all teaching staff
- head teacher's pay
- redeployment/redundancy
- to act as an initial hearing
- to consider the staffing structure
- to deal with staff dismissals
- to decide whether or not to use fixed term contracts
- to monitor procedures implementing the new staffing structure
- to approve personnel policies
- to annually review the performance management policy
- to monitor governor training to ensure the training needs of the governing body were met

COMMITTEE STRUCTURE

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Personnel Appeals Committee

Quorum 3

chair to nominate three or more if required eligible governors who had had no prior involvement in the matter

Chair: to be appointed at the meeting

Clerk: Miss Scowen

Terms of Reference: To deal with any appeal on a range of issues to include:

- pay-grading
- redeployment/redundancy
- dismissals
- grievance
- collective disputes
- disciplinary
- performance management reviews

NOTE

Any governor who was also a member of staff would need to stand down when appeals on staff pay/grading issues were being discussed.

NOTE

head teacher appraisers may not sit on an appeals committee considering head teacher's performance management

NOTE

The number of governors hearing an appeal must be the same or greater than those making the original decisions and must not include governors who have made the original decision.

Pupil Discipline Committee

Quorum 3

Mr P P Swann

3 governors nominated by the chair
head teacher

chair - to be appointed at the meeting

Clerk - Mrs Empson for fixed term and permanent exclusions

Terms of Reference - to hear all pupil exclusions in accordance with legislation.