

**GOVERNING BODY OF**  
**JOHN EMMERSON BATTY PRIMARY SCHOOL**  
**DELEGATION ARRANGEMENTS**  
**AS AT 11 OCTOBER 2017**

**ALL GOVERNORS ARE WELCOME TO ATTEND ANY MEETING**

**PREMISES, HEALTH, SAFETY, FINANCE AND STAFFING COMMITTEE**

Membership:

**Vacancy**

Mr R. Stanway  
 Mrs L. Webster  
 Miss P. Rutherford

Head Teacher  
 Mrs S. Fall

Quorum: 3

Remit:

- To approve the school budget plan
- To monitor the school's income, expenditure and projected outturn figures, comparing these against budget estimates and to take remedial action where necessary.
- To ensure that expenditure does not exceed the funding available.
- To act as the Management Committee for the Private School Fund (additional member of the Management Committee Mrs C. Upton)
- To monitor the application of Fair Funding Policies and Practices.
- To monitor and approve virements within agreed limits (the Head Teacher to have delegated responsibility to vire up to £5000 on his own or up to £10,000 with approval from the Chair of Governors. Any amount over £10,000 to be approved by the Premises, Health, Safety, Finance and Staffing Committee).
- To implement the Governing Body's Pay Policy for all staff (teaching and non-teaching).
- To liaise with the Raising Standards & Achievement Committee and the full Governing Body over matters relating to the School Improvement and Development Plan.
- To contribute towards the School Improvement and Development plan, providing financial plans covering at least three years.
- To review written descriptions of the financial systems and procedures annually.
- To ensure that all necessary insurance is in place.
- To ensure value for money in purchasing.
- To report regularly to the Governing Body on financial matters, giving up-to-date and accurate information.
- To monitor staff appointments and liaise with the Pay Committee to consider its recommendations on staff salaries and wages.
- To maintain a register of interests of governors and staff, particularly when financial gain may be made.
- To adhere to financial procedures and LA financial regulations and standing orders.

- To ensure the school meets the requirements of the Schools Financial Value Standard
- To adhere to Council and EU procurement regulations
- To ensure that the Governing Body complies with Data Protection requirements.
- To determine the staffing levels and annual teaching staff establishment.
- To determine the number of deployment posts above the basic level.
- To determine the grade of non-teaching staff.
- To be responsible for the review / approval of policies and documents in accordance with the school's policy review schedule.
- To consider, within the constraints of the budget and current legislation, all matters in relation to Premises and Health and Safety.
- To prepare a Health and Safety report to be attached to the Head Teacher's Report for inclusion in the termly governing Body meeting papers.
- To be responsible for overseeing safeguarding and child protection procedures.
- To monitor the school's safeguarding arrangements using the safeguarding checklist.
- To monitor school meals uptake and the quality of this provision.

## **RAISING STANDARDS AND ACHIEVEMENT COMMITTEE**

### Membership:

Mrs S. Fall  
Mrs L. Webster  
Mr B. Stanway  
**Vacancy**

Head Teacher  
Mrs J. Norris  
**Vacancy**  
Miss P. Rutherford

Quorum: 3

### Remit:

- In collaboration with the staff to provide information about how the curriculum is taught, evaluated and resourced.
- To review information about school performance which is reported to parents according to statutory requirements, and to present an annual report to the Governing Body on public exams and national testing.
- To ensure that the requirements of children with special educational needs are met.
- To determine pupil performance and attendance targets for the school in consultation with staff
- To ensure appropriate action is taken on issues arising from the Head Teacher's Report regarding agreed targets.
- To monitor implementation of the School Improvement and Development Plan/Action Plan in the area of raising standards and improving performance and to report progress to the Governing Body.
- To be responsible for the review / approval of policies and documents in accordance with the school's policy review schedule.
- To review all of the school's policies in the light of disability and gender equality requirements
- To review evidence that the school is meeting its duty to promote community cohesion

- To review annually the information available to parents on the school web-site
- To undertake self-evaluation of governors' policy, practice and procedures using the Governor Mark Toolkit and report outcomes to the full governing body.
- In order to raise standards, devise the annual Governors' Action Plan making recommendations for future plans to the full governing body.
- To liaise with the head teacher and senior team in relation to the implementation of specific initiatives planned in the Governors' Action Plan.
- To monitor and evaluate progress made towards the identified criteria for success in the Governors' Action Plan and report these to the full governing body.

### **PUPIL DISCIPLINE AND COMPLAINTS COMMITTEE**

#### Membership:

3 governors, not including school employees, to be selected by Chair.

Quorum: 3

#### Remit:

- To determine matters relating to pupil exclusions.
- To consider and investigate complaints as necessary.

Member schools of the Landmark Teaching School Alliance to be contacted for independent members for complaints panels, as and when required.

Mr B. Stanway, and Mrs L. Webster would be prepared to sit on Complaints Panels for other member schools.

### **LOCAL GOVERNORS' ASSOCIATION REPRESENTATIVE**

Vacancy

### **PAY REVIEW / APPRAISAL COMMITTEE**

#### Membership:

Mr R. Stanway  
Miss P. Rutherford

Mrs S. Fall  
(Head Teacher as Adviser)

#### Reserve:

Mrs L. Webster

Quorum: 3 for pay issues, 2 for the Head Teacher's appraisal

#### Remit:

- To undertake the annual appraisal of the Headteacher, with support from an external adviser, and agree objectives for the year

- To appoint an external adviser annually
- To monitor performance against objectives during the year
- To review performance against objectives at the end of the appraisal cycle with support from the external adviser
- To implement, monitor and review the Pay Policy for all staff and ensure compliance with statutory provisions for both teaching and non-teaching staff
- To make arrangements for the Pay Policy to be published and available under the agreed Freedom of Information Publication Scheme
- To undertake an annual review of all teaching staff salaries, including those of the Head and Deputy Head Teacher, in accordance with legal requirements
- To provide each member of staff with a written statement confirming his/her salary with effect from 1<sup>st</sup> September each year and to ensure that all staff are informed of the procedures for presenting individual cases to the Pay Review Committee and for submitting any subsequent appeals to the Staffing Appeals Committee
- To undertake a review of the school group and ISR at each annual salary review for the Head and Deputy Head Teacher
- To report all decisions on pay to the Governing Body.
- To ensure that procedures required by relevant school governance regulations are complied with, especially with regard to agenda and minutes.
- To ensure that detailed records are kept of all matters and minutes relating to pay.
- To review the rate of payment for out of school hours learning activity work carried out by teaching and support staff, where applicable, on an annual basis.
- To be accountable for decisions taken on matters of pay

**In the event of any member of staff being dissatisfied with his/her pay decision and the matter cannot be resolved following discussion with the Chair of the Committee, the committee will hear representation from that staff member at a meeting convened specifically for this purpose.**

## **STAFF HEARING AND APPEALS PROCEDURES**

At the Governing Body meeting held on 24<sup>th</sup> May 2006, the Headteacher was given delegated power to make decisions, with support from the Chair, on redundancy and early retirement. At the Governing Body meeting held on 7<sup>th</sup> February 2007, governors extended this delegation further to include initial decisions on the dismissal of staff outside of the leadership group under disciplinary and capability procedures.

### **Staff Hearing Committee**

#### **Membership:**

3 governors to be selected from the membership of the full governing body by the Chair of Governors, with the exception of any governors paid to work at the school.

#### **Quorum:     3**

#### **Remit:**

- To hear cases under disciplinary and capability procedures where the member of staff in question is the Head Teacher or another member of the Leadership

Group and to determine an appropriate course of action, which may include dismissal.

- To hear cases under disciplinary or capability procedures for members of staff outside the Leadership Group in cases where the Head Teacher has prior involvement in the investigation and cannot, therefore, lead the hearing stage.
- To make decisions in relation to redundancy and early retirement where the member of staff in question is the Head Teacher or a member of the Senior Leadership Team.
- To hear any grievance against the Head Teacher at Stage 2 of the grievance procedure (The Chair of Governors would deal with such a grievance at Stage 1 of the process)

### Staff Appeals Committee

#### Membership:

3 governors to be selected from the membership of the full governing body by the Chair of Governors, with the exception of any governors paid to work at the school.

Quorum: 3

#### Remit:

To hear any staffing appeals, including:

- Appeals under disciplinary, capability, redundancy, early retirement or grievance procedures
- Appeals against pay decisions, in accordance with the school's Pay Policy
- Appeals under performance management procedures, including any appeal from the Head Teacher. (Performance management appeals are dealt with under the grievance procedure)

**GOVERNORS WITH SUBJECT ATTACHMENTS: Separate list available**

### **GOVERNORS WHO HAVE UNDERTAKEN SAFER RECRUITMENT TRAINING**

Mr M. Kitchen  
 Mr B. Stanway  
 Mrs S. Fall  
 Mrs L. Webster