

Terms of Reference for Committees

1. Staff Dismissal Committee

TERMS OF REFERENCE

To consider and make a decision relating to the following staff matters:

- a) Matters, including discipline, which may lead to the dismissal of a member of staff;
- b) Redundancy and redeployment

To consider any grievance from a member of staff against the Headteacher, not previously resolved through the stages set out in the Grievance Procedure (if the school grievance procedure requires this).

NOTES

Membership: At least 3 governors

The Headteacher and staff governors cannot sit as members of this committee.

It is suggested that, if possible, the chair is not a member of either Staff Dismissal or Dismissal Appeal Committees, since (s)he is likely to have been consulted by the Headteacher about matters to be considered.

2. Dismissal Appeal Committee

TERMS OF REFERENCE

To consider any appeals against decisions of the Staff Dismissal Committee.

To consider any appeals arising from the Grievance Procedure (if the school grievance procedure requires this).

NOTES

It is essential that the Staff Dismissal and Dismissal Appeal Committees have a different membership and that the Dismissal Appeal Committee should have no fewer members than the Staff Dismissal Committee.

Membership: At least 3 governors

The Headteacher and staff governors cannot sit as members of this committee.

It is suggested that, if possible, the chair is not a member of either Staff Dismissal or Dismissal Appeal Committees, since (s)he is likely to have been consulted by the Headteacher about matters to be considered.

3. Pupil Discipline Committee

TERMS OF REFERENCE

To consider pupil attendance, behaviour and exclusion issues in accord with the applicable legislation and DfE guidance.

NOTES

Membership: at least 3 governors

The Headteacher cannot sit as a member of this committee

NB The Exclusions Team at Walsall Children's Services will support governors in dealing with exclusions issues.

4. Pay Committee

TERMS OF REFERENCE

- a) To draw up a pay policy for recommendation to the governing body and thereafter to review the policy
- b) To carry out an annual review of all staff salaries and to determine any matter within the discretion of the governing body relating to pay, salaries or wages of staff employed at the school (e.g. upper pay spine progression, management allowances, leadership spine progression etc). The Committee will receive the report and recommendation of the Appointed Governors on the headteacher's pay review, regarding requests, etc.

NOTES

Membership: At least three governors

It is advisable for the Headteacher not to be a member of this committee.

5. Pay Appeal Committee

TERMS OF REFERENCE

To consider any appeal arising from any decision of the Pay Committee.

NOTES

Membership: At least three governors

The Headteacher should not be a member of this committee.

6. Curriculum and Standards Committee

TERMS OF REFERENCE

- a) To review and update the school's curriculum policies, for example to ensure that national legislation and guidance on curriculum matters, including the National Curriculum, is being appropriately implemented at the school.
- b) To oversee and recommend to the governing body the School Development Plan and any post-OFSTED inspection action required.
- c) To ensure appropriate monitoring of the curriculum at the school and, for example, to receive reports from subject link governors.
- d) To review school test and examination data, the OFSTED RAISE online data and any other appropriate performance data and recommend any appropriate action to the governing body.
- e) To recommend pupil attainment and other targets to the governing body for approval.
- f) To review and report on any other appropriate curriculum matter at the request of the governing body.

Membership: At least three governors

7. The Resources Committee

TERMS OF REFERENCE

Finance

NB School must operate in the context of the Scheme for Financing Schools and Walsall Council's Financial Regulations and Contract Rules.

- a) To prepare and recommend to the governing body an annual budget for their approval, taking account of local and national guidance.
- b) To oversee the management of the budget and to report to the governing body.
- c) To consider other matters on the request of the governing body, for example, medium term financial policy and development plans.
- d) To consider the financial implications of the School Development Plan, post-OFSTED inspection planning and similar plans.
- e) To receive and recommend audited school fund accounts for presentation to the governing body.
- f) To review and recommend an annual policy on the lettings of school buildings and grounds
- g) To review and recommend to the governing body an annual policy for charging for school activities, for example:
 - Educational visits and school travel
 - Examination fees
 - Fees for private use of school facilities
 - Sale of goods to pupils (e.g. for craft items)
 - External hire of premises
 - And any other similar charges
- h) To recommend expenditure limits for the Headteacher - £10,000

- i) To recommend virement limits for the Headteacher of:
 - I. £5000 on any individual item
 - II. Virement between budget heads of up to £5000
 - III. Leases other than those arranged with the LA up to an annual figure of £1000. NB
Governors are advised to take appropriate advise before entering into lease agreements
- j) To confirm tendering procedures in line with the Council's Financial Regulations and contract rules.
- k) To confirm inventory and write off procedures in line with the Council's Financial Regulations and Contract Rules.
- l) To review and report on any other appropriate financial matter as requested by the governing body.
- m) To take responsibility for the review of the Schools Financial Value Standard (SFVS) which must be completed on an annual basis by 31st March each year, signed by the Chair of Governors and submitted to the Internal Audit Section, Walsall Council.

Premises

- a) To review the use, maintenance and repair of the school's premises and to ensure that applicable legislation is complied with.
- b) To ensure that sites and buildings, including playing fields, comply with health and safety legislation.
- c) To ensure that there are appropriate systems in place for the risk management of sites and buildings, including playing fields.
- d) To make recommendations to the governing body for minor works.
- e) To make recommendations to the governing body for the use of the School's devolved capital allocation in line with the school's Buildings Plan.
- f) To review and make recommendations to the governing body on the school's buildings Plan.

Personnel matters

- a) To review and report to the governing body on the school's staffing structure.
- b) To consider and recommend personnel policies, for example on discipline and grievance, to the governing body.
- c) To review and report to the governing body in respect of local or national legislative or policy initiatives which may have personnel implications.

Membership: At least three governors.

8. Performance Management Appraisal Reviewers

TERMS OF REFERENCE

- a) To appoint and take advice from an external adviser
- b) To conduct the headteacher's performance review/appraisal
- c) To agree targets and objectives with the Headteacher, relating to the headteacher's performance of her/his duties in accord with the applicable legislation.
- d) To make recommendation on the headteacher's pay to the pay committee
- e) To ensure that there is a system of performance management for all staff at the school and to review the operation of that system.

NOTES

There should normally be three Reviewers. Exceptionally, for example for small governing bodies, two governors may be appointed to this role. The process cannot be conducted by a single Governor.

9. Review Officer

The governing body should appoint a Review Officer to hear any appeal by the Headteacher regarding performance review. This might be the chair, providing that the chair is not one of the Appointed Governors.

10. Complaints Panel

TERMS OF REFERENCE

- a) To impartially resolve formal complaints and to achieve reconciliation between the school and the complainant by:
 - I. Considering the Chair of Governors investigation and report
 - II. Considering the representations of the complainant

Membership: At least three governors