

# Swallowtail Federation

## Resources Committee Structure and Terms of Reference

Including Finance, Personnel, Head Teachers Performance Review, Premises, Hearing, Appeal, Pupil Discipline.

Date Committees Established      11<sup>th</sup> September 2017

Date of Review                      Due September 2019

### **The Role of the Chair of Committees**

- To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- To ensure Clerking of the committee is carried out. The Chair may also be the Clerk

*Disqualification – none*

### **The Role of the Clerk to the Committees**

- To advise the Committee on procedural and legal matters
- To convene meetings of the Committee
- To attend meetings of the Committee and ensure minutes are taken
- To perform such other functions with respect to the Committee as may be determined by the Governing Body from time to time

*Disqualification – Head Teacher*

## Finance Committee

### Terms of reference:

- In consultation with the Headteacher, to draft the first formal budget plan of the financial year
- To establish and maintain an up to date 3 year financial plan
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
- To ensure that the school operates within the Financial Regulations of the County Council
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements
- To make decisions on expenditure following recommendations from other committees
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments

### Additional terms:

- Review the costs that included in the School Development plan (up to 3 years) and ensure they are included in the 3 year budget plan.
- Ensure completion of Statement of Internal Controls (SIC) and implement any resulting action plan.
- Ensure preparation is made for Financial Management Standards in Schools visit.

**Disqualification** –Any relevant person employed to work at the school other than as the headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

### Members

Sheila Watts  
Julie Wones  
Shaun Cushion

### Date Appointed to Committee

Sept 18  
Sept 18  
Sept 18

### Chair of Committee

Sheila Watts

### Clerk to the Committee

Justine Petersen

### Quorum (Min 3)

3

### Committee Established

Sept 18

### Terms of Reference Agreed

11<sup>th</sup> September 2018

### Terms of Reference Reviewed

Due September 2019

## Personnel Committee

### Terms of reference:

- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee
- To establish a Salary Policy for all categories of staff and to be responsible for its administration and review
- To oversee the appointment procedure for all staff
- To establish and review a Performance Management policy for all staff\*
- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To make recommendations on personnel related expenditure to the Finance Committee
- To consider any appeal against a decision on pay grading or pay awards

\* The Headteacher Performance Review Group could be formed from this committee, but its members should have received the appropriate training

**Disqualification** –*Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school*

### Members

Same as Finance Committee

### Date Appointed to Committee

#### Chair of Committee

Sheila Watts

#### Clerk to the Committee

Justine Petersen

#### Quorum (Min 3)

**3**

#### Committee Established

Sept 17

#### Terms of Reference Agreed

12 September 2018

#### Terms of Reference Reviewed

Due September 2019

## Head Teacher's Performance Review

### Terms of reference:

- To arrange to meet with the External Adviser to discuss the Headteacher's performance targets
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the Headteacher against the targets
- To make recommendations to the Finance Committee in respect of awards for the successful meeting of targets set

### Membership – 3

**Note:** *In Voluntary Aided and Voluntary Controlled Schools, at least one of the members must be a Foundation Governor. In Aided Schools, if the membership is three, then two must be Foundation Governors. Review group will be drawn from members listed.*

**Disqualification** – *The Headteacher and Staff Governors*

Members	Date Appointed to Committee
Angie Johnson	September 18
David Lloyd	September 18
Linda Russell	September 18
<b>Chair of Committee</b>	As Above
<b>Clerk to the Committee</b>	None
<b>Quorum</b>	2
<b>Committee Established</b>	Sept 17
<b>Terms of Reference Agreed</b>	12 September 2018
<b>Terms of Reference Reviewed</b>	Due September 2019

## Premises Committee

### Terms of reference:

- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance
- To make recommendations to the Finance Committee on premises-related expenditure
- In consultation with the Headteacher and the Finance Committee, to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
- To establish and keep under review a Building Development Plan
- To establish and keep under review an Accessibility plan

### Members

Same as Finance Committee

### Date Appointed to Committee

### Chair of Committee

Sheila Watts

### Clerk to the Committee

Justine Petersen

### Quorum (Min 3)

**3**

### Committee Established

Sept 17

### Terms of Reference Agreed

12<sup>th</sup> September 2018

### Terms of Reference Reviewed

Due September 2019

## Hearings Committee

### Terms of reference:

- To make any determination to dismiss any member of staff (unless delegated to the headteacher)
- **To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action\***
- To make any decisions relating to any member of staff other than the Headteacher, under the Governing Body's personnel procedures (unless delegated to the Headteacher)
- To make any determination or decision under the Governing Body's General Complaints Procedure for Parents and others
- To make any determination or decision under the Governing Body's Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the Governing Body's charging policy:

*\*cannot be delegated to an individual*

**Membership** – *not less than 3 members of the Governing Body (NB. The number appointed to this committee directly affects the number required for an Appeal Committee)*

**Disqualification** – The Headteacher

(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member)

## Members

To be determined as required.

**Chair of Committee**

**Clerk to the Committee**

**Quorum (see membership)**

3

**Committee Established**

Sept 17

**Terms of Reference Agreed**

12<sup>th</sup> September 2018

**Terms of Reference Reviewed**

Due September 2019

## Appeals Committee

### Terms of reference:

- To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee\*
- To consider any appeal against a decision short of dismissal under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability\*
- To consider any appeal against selection for redundancy\*

\*cannot be delegated to an individual

**Membership** – *no fewer members than the Hearings Committee*

**Disqualification** – *The Headteacher and any members of the Hearings Committee*

(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member)

### Members

To be determined as required.

### Date Appointed to Committee

### Chair of Committee

### Clerk to the Committee

### Quorum (see membership)

3

### Committee Established

Sept 17

### Terms of Reference Agreed

12<sup>th</sup> September 2018

### Terms of Reference Reviewed

Due September 2019

## Pupil Discipline Committee

### Terms of reference:

1. To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate*)
2. To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (*meeting to be held between 6<sup>th</sup> and 50<sup>th</sup> school days after receiving notice of the exclusion*)
3. To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (*meeting to be held between 6<sup>th</sup> and 15<sup>th</sup> school days after receiving notice of the exclusion*)
4. To ensure that the guidance contained in the 'Improving Attendance and Behaviour' document is practised in the school, with specific reference to the role assigned to the Governing Body.
5. To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Body or relevant

**Membership** – 3 or 5 NB. *The Governing Body may nominate a pool of governors from which three or five will serve as the Discipline Committee to consider particular exclusions. If a governor has a connection with the pupil or the incident that could affect their ability to act impartially they should not serve at the hearing. If, through non-attendance of a governor, four members consider an exclusion, the chair has the casting vote.*

**Disqualification** – *The Headteacher and any Governor with prior knowledge of the pupil or the incident.*

(It is suggested that neither the Chairman of Governors nor a member of staff, due to probable prior knowledge, should be a member)

### Members

### Date Appointed to Committee

**To be determined as required.**

4 and 5 to be covered within Resources Committee.

### Chair of Committee

### Clerk to the Committee

### Quorum (see membership)

3

### Committee Established

Sept 17

### Terms of Reference Agreed

15<sup>th</sup> September 2018

### Terms of Reference Reviewed

Due September 2019