

**GOVERNING BODY OF PRIORS MILL PRIMARY SCHOOL**  
**DELEGATION OF FUNCTIONS TO COMMITTEES**  
**12 OCTOBER 2020**

**SCHOOL IMPROVEMENT COMMITTEE**

- to assist in the preparation of a School Improvement Plan for approval by the Governing Body;
- to monitor and evaluate implementation of the Plan throughout the year;
- to consider and set targets for school achievement;
- to monitor and evaluate pupil performance figures throughout the year;
- to assist in the preparation of the School Performance Management Policy for approval by the Governing Body;
- to monitor and evaluate the implementation of the policy and its effect on the quality of teaching and learning throughout the school;
- to assist in the preparation of curriculum and other policy documents;
- to approve, monitor and evaluate the implementation of the policies;
- to consider and draft the School Prospectus for approval by the Governing Body;
- produce and publish Governing Body Annual Performance targets;
- to consider and approve the school's Prospectus.

**RESOURCES COMMITTEE**

**Financial Matters**

- to consider the school development plan and ensure that its priorities are reflected in the annual budget;
- to consider and approve the budget allocation from the Local Authority;
- to monitor spending against the agreed budget by examining financial statements during the year, at least termly;
- to consider the outturn position for the school;
- to consider medium term forward planning;
- to vire between budget headings as follows:-
- individual virements to a maximum of £2k to be vired from one budget heading during the course of the financial year to be delegated to the Head Teacher;
- all other virements to be recommended to the Governing Body for approval;
- that the Headteacher have delegated power to spend up to £5k on unplanned items across the year.
- that the Headteacher, in consultation with the Chair of the Governing Body, have the delegated power to spend up to £10k on unplanned items across the year.
- day to day management of the budget to be delegated to the Head Teacher;
- to advise the Governing Body on the school's charging and remissions policy;
- to determine the charges for lettings;
- to determine a financial procedures policy and to monitor its implementation;
- to agree and review a policy on the purchase and sale of equipment;
- to review the audited accounts of any private school's funds;
- to manage and enter into on behalf of the Governing Body any contracts for work in line with the Local Authority's related standing orders.
- to consider, review and approve Financial related policies.

**Staffing Matters**

- determine the staffing structures and identify the number and deployment of posts;
- to ensure that procedures are in place with regard to employment policies and to ensure they fit into the overall school development plan and whole school pay policy;
- to ensure that proper recognition of equal opportunities policies is maintained thus preventing discrimination.
- to consider, review and approve staffing related policies.

**Appointment of Staff**

- Head and Deputy Head Teacher - Governor Selection Panel;
- Other teaching posts - Head Teacher.

**Premises Related Matters (inc. Health & Safety)**

- to liaise with Local Authority Officers in order to maintain/improve the building within the budget set by the Governing Body and in accordance with procedures and practices;
- to liaise with the site supervisor in order to maintain/improve the standard of hygiene and cleanliness within the budget allocation;
- to liaise with the grounds maintenance contractor in order to maintain/improve the grounds within the budget allocation;
- to consider and advise the Governing Body on regulations relating to Health and Safety;

- to consider, cost, prioritise and make recommendations on the long term care and improvement of the buildings, grounds, furniture and fittings;
- to monitor and evaluate issues relating to premises within the school development plan;
- to consider applications for lettings and use of the school facilities.
- to consider, review and approve premises related (inc. Health & Safety) policies.

## **STATUTORY COMMITTEES**

### **Pupil Discipline and Welfare Committee**

- to be responsible for implementing and reviewing the school's disciplinary procedures within the appropriate legislation;
- to hold hearings to consider pupils excluded from school with a view to readmission or permanent exclusion.

### **Staffing Issues**

#### **a) Initial Committee**

- to discuss the need for reduction in staffing and, if necessary, set criteria for nominations;
- to liaise with and consult the unions and professional associations prior to the meetings of the Staff Nomination Committee.

#### **b) Nominating Committee**

- to consider the criteria necessary to identify over-staffing;
- to nominate staff for possible redundancy in consultation with the LA;
- to receive and consider parental complaints in line with the Governing Body's policy.

#### **c) Hearing Committee**

- to consider nominations for redundancy made by the Nominating Committee;
- to hear staff representations under grievance, disciplinary and capability procedures or other appropriate matters with regard to employment at the School.

#### **d) Appeals Committee**

- to hear any appeals from teaching and support staff as a result of decisions taken by Governors relating to employment, pay. Grading, conditions, grievance, discipline and capability procedures, or other appropriate matters with regard to employment at the School.

### **Pay Review and Performance Management Committee**

- to complete the annual salary review of all staff in accordance with statutory and policy requirements;
- to carry out the annual review, in conjunction with an external adviser of the Headteacher's performance objectives;
- to monitor and review progress on the above.

## **PROCEDURE FOR THE APPOINTMENT OF CHAIR AND VICE CHAIR OF GOVERNORS**

### **Term of Office**

Chair of Governors – Two years

Vice Chair of Governors – Two years

### **Nomination Process**

Written self-nominations in advance of the meeting

### **Election Process**

Secret Ballot