



# **Granby Primary School**

## **Governing Board**



### **Terms of Reference for Committees and Working Groups**

**September 2017**

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## EXECUTIVE COMMITTEE

### 1 Purpose

The purpose of the Executive Committee is to co-ordinate the work of the governing board and steer its strategic direction through monitoring governance arrangements and ensuring the governing board complies with best practice.

### 2 Membership

The membership of the Executive Committee will be composed of the Chair of Governors, the Vice Chair of Governors, the Headteacher, the Committee Chairs, the Chairs of Phase Forums and the Clerk to Governors. The Executive members may co-opt another member of the Governing Board for a specific reason and for a limited amount of time. The executive committee shall not exceed 7 members.

### 3 Quorum

A quorum shall be four members including the Headteacher or their delegated representative.

### 4 Meetings

The Executive Committee will meet at the beginning of each new academic year and then once each term. Other meetings may be necessary on an ad hoc basis. Meetings will be chaired by the Chair of Governors.

Meetings will be convened and minuted by the Clerk to Governors who will prepare an agenda which will be distributed to members at least seven days prior to the meeting, along with any papers, notices, etc.; then prepare and distribute draft minutes of the meeting to members within two weeks of the meeting. The minutes will be made available to all governors on request.

### 5 Responsibilities

The Executive Committee will be responsible for the smooth operation of Granby Governors, including:

- ensuring that the governing board operates in line with legislation, our own policy and best practice guidance
- monitoring the composition of the governing board and arranging governor vacancy elections
- monitoring leadership and management at Granby Primary School
- agreeing, by early in the Autumn term, the programme of work, organisation of the year planner and timetable of meetings
- playing a key role in managing the business of the Governing Board, evaluating effectiveness and progress of work undertaken by committees and individuals
- supporting committee chairs, specialist governors and mentor governors
- consider termly draft agendas for all meetings/groups
- collaborative working with other governing boards where appropriate, including information about academisation
- to be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the headteacher
- promote equality and carry out Granby Governors' responsibilities under the Public Sector Equality Duty
- ensure that the school's website and social media sites are in line with legislation and best practice guidelines
- to agree, monitor and review all policies delegated to the committee
- to take decisions on such issues as delegated by the governing board and report back.

### 6 General Considerations

The membership and terms of reference of the committee shall be reviewed annually and confirmed by the governing board at the first meeting of the Autumn term.

## **FINANCE, PREMISES, HEALTH & SAFETY COMMITTEE**

### **1 Purpose**

The purpose of the Finance, premises, health & safety Committee is to oversee the financial performance of the school and make sure that money is well spent; and to ensure that the school meets its health and safety obligations.

### **2 Membership**

The membership of the Finance, premises, health & safety Committee will be composed of the Chair of Governors or the Vice Chair of Governors, the Headteacher, the Chair of the committee (elected by FGB), at least 2 other governors and the Finance Officer (in attendance) and as many governors who wish to serve.

### **3 Quorum**

A quorum shall be three members plus the Headteacher or their delegated representative - a total of 4.

### **4 Meetings**

The Finance, premises, health & safety Committee will meet once each term. Other meetings may be necessary on an ad hoc basis. The Chair shall be elected by the Full Governing Board annually at the first meeting of the Autumn term.

Meetings will be convened and minuted by the Clerk to Governors who will prepare an agenda which will be distributed to members at least seven days prior to the meeting, along with any papers, notices, etc.; then prepare and distribute draft minutes of the meeting to members within two weeks of the meeting. The minutes will be made available to all governors via the website.

### **5 Responsibilities**

The Finance, premises, health & safety Committee will be strategically responsible for the finance, premises, health and safety of the school, including:

- ensuring that the finance, premises, health and safety of the school operate in line with legislation, our own policy and best practice guidance
- ensuring that resources and finance are used as effectively as possible so that school staff can do their job well
- ensuring that the school premises are adequate to support the delivery of the curriculum to every child in the school
- setting and monitoring the annual budget for the school, ensuring that there are clear links to the School Improvement Plan (SIP)
- monitoring the implementation of the school improvement plan and the phase improvement plans with regard to finance and property management monitoring income and expenditure, managing debt and monitoring the inventory
- provision for medium and long term financial planning
- compliance with the Schools Financial Value Standard (SFVS)
- developing, monitoring and reviewing a Health and Safety policy to ensure the highest standards in health and safety
- the strategic leadership of health, safety and premises management, including maintenance and risk assessment
- the development of a planned programme for maintenance and improvement to the school
- consideration of the environmental impact of any decisions taken
- to produce, monitor and review other relevant policies as may be required
- to take decisions on such issues as delegated by the governing board and report back.

### **6 General Considerations**

The membership and terms of reference of the committee shall be reviewed annually and confirmed by the governing board at the first meeting of the Autumn term.

## **PAY & PERSONNEL COMMITTEE**

### **1 Purpose**

The purpose of the Pay & Personnel Committee is to develop, propose, monitor and evaluate the Pay Policy and its implementation; and to co-ordinate the human resource functions of the school.

### **2 Membership**

The membership of the Pay & Personnel Committee will be composed of the Chair of Governors or the Vice Chair of Governors, the Chair of the committee (elected by FGB), at least 2 other governors and as many governors who wish to serve. The Headteacher will be a non-voting member. Any other person paid to work at the school, (other than the Headteacher), shall not sit on the Pay & Personnel Committee.

### **3 Quorum**

A quorum shall be four members including the Chair or Vice-Chair of Governors but not including the Headteacher.

### **4 Meetings**

The Pay & Personnel Committee will meet three times a year at the beginning, middle and end of the performance management cycle. Other meetings may be necessary on an ad hoc basis. The Chair shall be elected by the Full Governing Board annually at the first meeting of the Autumn term.

Meetings will be convened and minuted by the Clerk to Governors who will prepare an agenda which will be distributed to members at least seven days prior to the meeting, along with any papers, notices, etc.; then prepare and distribute draft minutes of the meeting to members within two weeks of the meeting. The minutes will remain confidential.

### **5 Responsibilities**

The Pay Committee will be responsible for the following delegated functions, including:

- ensuring that the Pay Policy operates in line with legislation, our own policy and best practice guidance
- ensuring that the Pay Policy is applied in a fair and consistent way
- the application of all statutory and contractual requests
- the development, proposal, monitoring and review of the Pay Policy and Performance Management Policy
- an annual review of salaries for all teaching staff, Deputy and Head teacher
- the provision of a salary statement for each teacher within the timescales required
- decisions relating to pay progression for all teachers, acting on the advice of the Head Teacher but not the setting and review of targets for Assistant or Deputy Head teachers, which are undertaken by the Head teacher
- decisions about the Head Teacher's pay upon receipt of a summary of findings and recommendation from the Head Teacher's Performance Review panel
- the notification of pay decisions to payroll officers
- notification on the total amount of funding required for pay progression to the Full Governing Board
- monitoring the staffing structure and making recommendations where needed
- monitoring and evaluating recruitment requirements, agreeing recruitment procedures and ensuring compliance with safer recruitment principles
- monitoring the behaviour and safety of pupils
- all matters relating to appointments, performance management, disciplinary and grievance procedures
- ensuring the continuous professional development of Granby staff and governors
- make arrangements for the clerking of Granby Governors
- a particular regard to the issue of confidentiality in matters of staff pay
- to agree, monitor and review all policies delegated to the committee
- to take decisions on such issues as delegated by the governing board and report back.

## 6 General Considerations

The membership and terms of reference of the committee shall be reviewed annually and confirmed by the governing board at the first meeting of the Autumn term.

Appeals against any decision of the Pay Committee will be heard by the Appeals Committee.

### PAY COMMITTEE: Appendix one - Meeting cycle

#### Meeting 1:

The first meeting of the committee will be at the beginning of the performance management (PM) cycle, held in the second half term of the autumn term. It will receive and review sample PM objectives:

- Samples should be anonymised where possible, but should still be provided even where it may be known to which individual they relate (eg. there is only one teacher in each category). The samples need not include any personal development objectives.
- The committee should have examples of objectives where relevant for:
  - teachers on the main pay range
  - teachers on the upper pay range
  - teachers on the leadership scale
  - leading practitioners
  - teachers in different departments / year groups
- The committee may seek, where possible, to have examples of objectives for staff at the top and bottom of the main and upper pay ranges
- The committee should receive information to enable them to ensure equality of opportunity and avoidance of discrimination under the Equality Act 2010. A sample of objectives according to protected characteristics (where applicable) would provide an initial snapshot.

The pay committee should satisfy themselves that the objectives:

- are sufficiently differentiated between the different pay ranges and where appropriate, within pay ranges
- relate to the priorities and plans of the school in terms of school improvement
- are SMART objectives (Specific, Measurable, Attainable, Realistic, Time bound) and that there are clear success criteria.

It is not for the pay committee to set or revise objectives. Where there are concerns the pay committee should discuss these concerns with the head teacher.

#### Meeting 2:

The second meeting of the pay committee should be held around March or April (depending on when Easter falls). It should receive mid-year information about the overall performance of all teachers. The overall performance of teachers includes:

- progress against objectives
- performance against the teaching standards (including, for example, teacher observations)
- performance in the job role
- personal responsibility for continuous professional development (CPD).

The information the committee receives at this stage need not be very detailed, but should give an indication of whether teachers are on track to meet overall performance expectations, or are being supported to achieve expectations if not. The information should again be anonymous (where possible) and should be an indication of the progress of teachers at different levels.

The information should be examined and compared to information about the overall quality of teaching and pupil progress / attainment. Any disparity should be discussed with the head teacher.

The pay committee should be satisfied that a mid year review has been completed.

### **Meeting 3:**

The third meeting is end of year monitoring. The governing board must ensure that each teacher's salary is reviewed annually, with effect from September 1st and no later than October 31st each year, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.

The pay committee has a role in ratifying / making pay decisions at the end of each year for individual teachers. Alongside looking at individual decisions, the pay committee has a responsibility to monitor the overall picture of performance and pay progression each year to ensure consistency and equality of pay decisions between teachers, between pay decisions and overall school performance.

It is recommended that the pay committee review the overall picture prior to making individual pay decisions. This allows the committee to challenge any inconsistencies between the data and affords the head teacher the opportunity to review any pay recommendations before they are confirmed.

The pay committee should receive, at the end of PM year, information about the overall performance of all teachers and any pay recommendations. The information should again be anonymous (where possible) and should be an indication of the progress of teachers at different levels.

The information should be examined and compared to information about the overall quality of teaching and pupil progress / attainment and any disparity discussed with the head teacher. The information provided should include information about patterns of progression and comparisons between subject departments and / or teachers deployed in different key stages.

Ofsted, when they inspect, will ask for anonymised information from the last three years which shows the progression of teachers who have:

- progressed along the main pay range
- progressed to, and along, the upper pay range
- progressed along the leadership range
- received additional responsibility payments, such as Teaching and Learning Responsibility (TLR) payments and Special Educational Needs (SEN) allowances.

In addition, the pay committee should monitor pay decisions in relation to the requirements under the Equality Act 2010. As with monitoring sample objectives, a breakdown of pay decisions according to each protected characteristic (where applicable) would provide an initial snapshot. Comparisons year on year would then show trends and may identify potential discriminatory practices.

At the end of the process, the governing board should review and update pay and appraisal policies as necessary in the light of experience.

## PHASE FORUMS

### 1 Purpose

The purpose of the Phase Forums is to hold the head teacher and senior leaders to account for the educational performance of the school and its pupils

### 2 Membership

The membership of the Phase Forums will be composed of the phase manager and at least 2 governors (one of whom shall Chair the phase forum).

### 3 Quorum

A quorum shall be three members including the phase leader.

### 4 Meetings

The Phase Forums will meet once each term. Other meetings may be necessary on an ad hoc basis. The Chair shall be elected by the Full Governing Board annually at the first meeting of the Autumn term.

A pro forma will be used to support governors to provide appropriate feedback to the School Improvement Plan (SIP) meeting of the governors once each term.

### 5 Responsibilities

The Phase Forum will be strategically responsible for the review of pupil progress data and the development of Phase Improvement Plans (PiP), including:

- ensuring that the performance and standards of the school operate in line with legislation, our own policy and best practice guidance
- overseeing the development and implementation of the Phase Improvement Plan
- monitoring progress against the PIP, including
  - o analysing and interrogating relevant data to monitor the achievement of children within the phase
  - o collecting evidence to support progress being made due to the quality of teaching with the phase
  - o scrutiny of school life to monitor the behaviour and safety of the children
  - o providing support and challenge to the leadership and management of the phase
- the development of the quality of teaching
- the use of data analysis, visits to school, benchmarking and other techniques to review and reflect on progress against the PIP
- receiving monitoring visit reports from governors, planning future visits and data collection
- drawing conclusions and monitoring progress based on the evidence
- monitoring the strategies and interventions which will support children's achievement, progress and well-being
- monitoring the data collection cycle each term so that decisions are based upon the most up to date information
- to agree, monitor and review all policies delegated to the committee
- to take decisions on such issues as delegated by the governing board and report back.

### 6 General Considerations

The membership and terms of reference of the committee shall be reviewed annually and confirmed by the governing board at the first meeting of the Autumn term.



## APPOINTMENTS COMMITTEE

### 1 Purpose

The purpose of the Appointments Committee is to appoint the Head, Deputy Head and any other members of staff as agree by the Full Governing Board.

### 2 Membership

The membership of the Appointments Committee will be composed of the Chair or Vice Chair of Governors and the Head Teacher (except if that is the appointment in question) plus at least one other person who may or may not be a governor. The committee may have additional members who support the activity of the committee but do not participate in any voting.

### 3 Quorum

A quorum shall be three committee members including the Headteacher (or Chair / Vice Chair of Governors in the case of a head teacher appointment).

### 4 Meetings

The Appointments Committee will be convened as required. The Chair shall be elected from amongst its members. Minutes will be taken by someone nominated for that purpose. Records of shortlisting and interviews will be retained.

### 5 Responsibilities

The Appointments Committee will be responsible for:

- the review of any senior vacancy which arises
- developing a job description, detailed person specification, and an advertisement for the post
- arranging for any informal visits or other processes to take place as appropriate
- shortlisting suitable candidates in accordance with the job description, person specification and essential criteria
- agreeing the format of the interview and any tasks, exercises or questions to be used
- interviewing the shortlisted candidates
- seeking professional advice from the local authority or others as necessary
- appointing the preferred candidate or recommending the appointment to the Full Governing Board, as appropriate
- making suitable arrangements for informing the successful and unsuccessful candidates of the outcome and providing feedback
- attending relevant training
- to review and agree all policies delegated to the committee
- to take decisions on such issues as delegated by the governing board and report back.

### 6 General Considerations

The terms of reference of the committee shall be reviewed annually and confirmed by the governing board at the first meeting of the Autumn term.

Appeals against any decision of the Appointments Committee will be heard by the Appeals Committee.

## DISCIPLINARY AND GRIEVANCE COMMITTEE

### 1 Purpose

The purpose of the Disciplinary and Grievance Committee is to apply the Disciplinary and Grievance Policy and Procedures and hear any disciplinary or grievance matter which reaches this stage of the procedure.

### 2 Membership

The membership of the Disciplinary and Grievance Committee will be composed of the Chair or Vice Chair of Governors and at least two other governors. The committee may have additional members who support the activity of the committee but do not participate in any voting.

Members of the committee must be untainted by any of the proceedings prior to the committee being convened. If suitable governors cannot be found from the membership of Granby Governors, then governors from other schools may be recruited for the purpose of the committee.

### 3 Quorum

A quorum shall be three committee members including the Chair or Vice Chair of Governors provided that the latter meet the requirements to be untainted by the proceedings.

### 4 Meetings

The Disciplinary and Grievance Committee will be convened as required. The Chair shall be elected from amongst its members.

Meetings will be convened and minuted by the Clerk to Governors according to the guidance laid down in the Disciplinary and Grievance Policy. The members of staff concerned will have access to all papers at the same time as committee members.

Minutes will be taken, agreed by committee members and shared with the members of staff concerned. The outcome and any recommendations will be shared with the Full Governing Board.

### 5 Responsibilities

The Disciplinary and Grievance Committee will be responsible for:

- preparing for any committee meeting by reading and preparing notes and questions for the members of staff concerned
- applying the Disciplinary and Grievance Policy and Procedure
- conducting a hearing in accordance with the Disciplinary and Grievance Policy and procedure
- taking a view on the case and either upholding or dismissing the issue
- making any recommendations for future practice arising from the issue
- attending relevant training
- reviewing and agreeing any policies delegated to the committee
- taking any other decisions on such issues as delegated by the governing board and reporting back.

### 6 General Considerations

The terms of reference of the committee shall be reviewed annually and confirmed by the governing board at the first meeting of the Autumn term.

Appeals against any decision of the Disciplinary and Grievance Committee will be heard by the Appeals Committee.

## APPEALS COMMITTEE

### 1 Purpose

The purpose of the Appeals Committee is to hear an appeal against the decision of any first committee including pay committee, appointments committee and disciplinary and grievance committee.

### 2 Membership

The membership of the Appeals Committee will be composed of the Chair or Vice Chair of Governors and at least two other governors. The committee may have additional members who support the activity of the committee but do not participate in any voting.

Members of the committee must be untainted by any of the proceedings prior to the committee being convened. If suitable governors cannot be found from the membership of Granby Governors, then governors from other schools may be recruited for the purpose of the committee.

### 3 Quorum

A quorum shall be three committee members including the Chair or Vice Chair of Governors provided that the latter meet the requirements to be untainted by the proceedings.

### 4 Meetings

The Appeals Committee will be convened as required. The Chair shall be elected from amongst its members.

Meetings will be convened and minuted by the Clerk to Governors according to the guidance laid down in the relevant policy. The Appellant will have access to all papers at the same time as committee members.

Minutes will be taken, agreed by committee members and shared with the Appellant. The outcome and any recommendations will be shared with the Full Governing Board.

### 5 Responsibilities

The Appeals Committee will be responsible for:

- preparing for any committee meeting by reading and preparing notes and questions for the appellant and respondent
- applying the relevant Policy and Procedure
- conducting a hearing in accordance with the relevant policy and procedure
- taking a view on the Appellant's case and either upholding or dismissing the appeal
- making any recommendations for future practice arising from the appeal
- attending relevant training
- reviewing and agreeing any policies delegated to the committee
- taking any other decisions on such issues as delegated by the governing board and reporting back.

### 6 General Considerations

The terms of reference of the committee shall be reviewed annually and confirmed by the governing board at the first meeting of the Autumn term.

## COMPLAINTS COMMITTEE

### 1 Purpose

The purpose of the Complaints Committee is to apply the Complaints Policy and Procedures and hear any complaint which reaches stage 3 of the procedure.

### 2 Membership

The membership of the Complaints Committee will be composed of the Chair or Vice Chair of Governors and at least two other governors. The committee may have additional members who support the activity of the committee but do not participate in any voting.

Members of the committee must be untainted by any of the proceedings prior to the committee being convened. If suitable governors cannot be found from the membership of Granby Governors, then governors from other schools may be recruited for the purpose of the committee.

### 3 Quorum

A quorum shall be three committee members including the Chair or Vice Chair of Governors provided that the latter meet the requirements to be untainted by the proceedings.

### 4 Meetings

The Complaints Committee will be convened as required. The Chair shall be elected from amongst its members.

Meetings will be convened and minuted by the Clerk to Governors according to the guidance laid down in the Complaints Policy. The Complainant will have access to all papers at the same time as committee members.

Minutes will be taken, agreed by committee members and shared with the Complainant. The outcome and any recommendations will be shared with the Full Governing Board.

### 5 Responsibilities

The Complaints Committee will be responsible for:

- preparing for any committee meeting by reading and preparing notes and questions for the complainant and respondent
- applying the Complaints Policy and Procedure
- conducting a hearing in accordance with the Complaints Policy and procedure
- taking a view on the Complainant's case and either upholding or dismissing the complaint
- making any recommendations for future practice arising from the complaints
- attending relevant training
- reviewing and agreeing any policies delegated to the committee
- taking any other decisions on such issues as delegated by the governing board and reporting back.

### 6 General Considerations

The terms of reference of the committee shall be reviewed annually and confirmed by the governing board at the first meeting of the Autumn term.