

Pocklington Infant CE VC School
Terms of Reference 2024-2025

Appeals Committee

Quorum: 3

Membership

Members to consist of any governors not previously involved.

Terms of Reference

- To hear appeals against pay policy decisions;
- To hear appeals against dismissal or redundancy decisions;
- To hear appeals against decisions of the Disciplinary Committee;
- To act as the Grievance Appeals Panel;
- To hear parental appeals against exemptions from national curriculum.

Complaints Committee

Quorum: 3

Membership

Members to consist of any governors not previously involved.

Terms of Reference

- Will act in accordance with the school's complains policy and procedures;
- To hear representations relating to complaints made;
- To make decisions relating to the complaint and inform the complainant of the outcome.

Pay Committee

Quorum 3

Membership

Revd Belder, Mr Copley (Chair) and Mrs Loyns.

Meets at least annually.

Terms of Reference

- To be responsible for progression to and on the UPS;
- Review of the appraisal process undertaken (to ensure, fair, transparent and robust);
- Salary progressions to be discussed, should include Leadership range, Upper Pay Range Threshold applications and Main Pay range;
- Objectives for staff should also be agreed (e.g. would all staff have a whole school, role specific and a personal development target – this is just the type of objectives to be included, individual targets should be agreed between staff and line manager);
- Pay committee notes the recommendations of the Headteachers Performance Management in terms of result and pay award.

Headteachers Performance Management Committee

Quorum 3

Membership

Revd Belder, Mrs Loyns and Mrs Savory.

Terms of Reference

- To meet once a year, with the School Improvement Partner;
- The committee to meet on at least two other occasions throughout the academic year, for interim review;
- To agree and review the targets for the Headteacher;
- To make recommendations to Full Governing Board on the Headteachers Pay Award.

Resources Committee

Quorum 3

Membership

Mrs Hewitt, Mrs Ingle and Mrs Loyns (Chair)
Mr Copley and Mrs Moore to be called upon if necessary.

The School Business Manager to attend to present.

Terms of Reference

To meet at least once per term;

Finance, Policy and Planning

- To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, Headteacher and other nominated staff;
- To establish and maintain a three year financial plan, taking into the account priorities of the School Development Plan, roll projection and signals from central government and the LA regarding future years' budgets, within the constraints of available information;
- To draft and propose to the governing board for adoption an annual school budget taking into account the priorities of the School development Plan;
- To make decisions in respect of service level agreements;
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the Headteacher;

Financial monitoring

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan;
- To receive at least termly budget monitoring reports from the Headteacher;
- To report back to each meeting of the full governing board and to alert them of potential problems or significant anomalies at an early date;
- To meet with other committees and provide them with the information they need to perform their duties;
- Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school;
- To review, complete the School Financial Value Standard (SFVS). (Approval and submission of the SFVS lies with the FGB);
- To undertake any remedial action identified as part of the SFVS;

- To receive and act upon any issues identified by a local authority audit.

Premises

- To provide support and guidance for the governing board and the Headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety;
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues;
- To inform the governing board of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing board;
- To arrange professional surveys and emergency work as necessary;
- The headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the Headteacher would normally be expected to consult the committee chair at the earliest opportunity;
- To create a project committee where necessary to oversee any major developments;
- To establish and keep under review an Accessibility Plan;
- To review, adopt and monitor a Health and Safety policy.
- To ensure that the governing board's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.

Staffing

- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school;
- To establish and oversee the operation of the school's Appraisal Policy;
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation;
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the governing board for approval;
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these;
- To recommend to the governing board staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary;
- In consultation with staff, to oversee any process leading to staff reductions;
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training;
- To form selection panel to appoint staff to leadership positions.

Policies Delegated

To detail the policies following the Resources Committee held on 23 October 2024.

