

**CHASE LANE PRIMARY SCHOOL and NURSERY UNIT
Sub-Committees & Link Governors
2019/20**

Membership of sub-committees and their Terms of Reference will be reviewed by the full Governing Body on an annual basis.

Area	Governors	Members of Staff
Finance & General Purposes, incorporating Pay, Sub-Committee	Rhys Herbert Krish Narayanamoorthy Neil Yeomans Sophie McBaiden Katrina Dela Cruz	Sharon Rockett (Business Manager)
Curriculum, Standards and Inclusion Sub-committee (incorporating literacy and numeracy)	Lesley Goldsmith, Patricia Cardis, Shaila Shabbir	Colin Jeffery,
Pupil Discipline Sub-Committee	All members of the GB, as relevant and available	
Staff Discipline Sub-Committee	All members of the GB, as relevant and available	
Headteacher's Performance Management	Neil Yeomans Shaila Shabbir Lesley Goldsmith	Colin Jeffery
Assessment + Pupil Premium	Shaila Shabbir	Colin Jeffery
Safeguarding (Link Governor)	Sophie McBaiden	Colin Jeffery
SEN (Link Governor)	Krish Narayanamoorthy	SENCO
Pay Committee	Neil Yeoman Rhys Herbert	Colin Jeffery

CHASE LANE PRIMARY SCHOOL
and
NURSERY UNIT

**Finance and General Purposes
Committee, incorporating Pay
Remit 2019/20**

Membership (to be established by the full Governing Body)

- The Chair of Governors is a voting member of the committee but is not required to attend all meetings.
- Quorum: Minimum of 3 plus the Head Teacher
- Members for 2019/20: Colin Jeffery, Rhys Herbert, Krish Narayanamoorthy, Neil Yeomans. Sharon Rockett (Business Manager). Kate Dela Cruz

Procedure at Meetings

- A Chair and Vice-Chair will be elected by the sub committee at the beginning of each Autumn Term.
- Chair & Vice Chair cannot be employed by the school.
- A minute taker will be arranged from the Governing Bodies Unit
- The minutes will cover key points agreed at the meeting, the reasons for all decisions and any recommendation for the full Governing Body.
- The Chair of the sub committee will report to the full Governing Body at the next available meeting.
- If the report relates to pay, the Chair of the sub committee will report to the next full Governing Body meeting in the confidential section of the agenda only. The full Governing Body will either endorse any decision or may refer it back with reasons, but without debate, in cases of individual pay assessments, so as not to prejudice any possible appeal.
- Once the minutes are agreed by Head Teacher and Chair they will be forwarded to all Governors in good time for consideration at the next available full Governing Body meeting and then formally adopted at FGP Committee.
- Non-governors may not vote unless the full governing body has agreed their voting rights when establishing the committee.
- No meeting will last longer than 2 hours.

Purpose/Terms of Reference

- 1. To provide guidance to the governing body on all matters relating to finance as outlined in the School's Financial Regulations and Standing Orders.** These will include:
 - Receiving regular financial reports from the head teacher/bursar.
 - Preparing financial reports for presentation to the full governing body and outside organisations, e.g. LBWF, OFSTED, etc.
 - Drawing up the annual budget in light of delivering the National and wider curriculum and other school needs for submission to the full governing body for approval.
 - Working with the head teacher and reporting to the full governing body on the outturn figures provided by the LEA.
 - Managing and monitoring the agreed budget in accordance with the school's financial

regulations.

- To continue to work with school staff to maintain the School Finances Value Standard.
- Working with other committees to implement the financial aspects of the school's plans and policies, including the pay policy.
- Ensuring that good practice, as laid down in the School's Financial Regulations & Standing Orders, is followed in the management and administration of school's finances.
- To analyse PFI paperwork and make appropriate recommendations to the full Governing Body accordingly.

2. To provide guidance to the governing body on all matters relating to personnel and pay issues.

Personnel

- To be guided by the LEA's manual on Personnel Policies and Procedures and to take advice, as necessary, from LEA officers and advisers.
- To comply with all statutory and contractual obligations.
- To ensure equal opportunities issues are given full consideration in all staffing matters.
- To advise the Governing Body on all matters relating to personnel issues.
- To monitor and review of staffing levels to ensure the successful delivery of the National and wider curriculum, especially as related to the School Improvement Plan.
- To ensure the staff are advised of grievance procedures.
- Governors to be involved with all appointments of Assistant Head, Deputy Head Teacher and Head Teacher.
- Governors to be involved with all other appointments as appropriate.
- To produce a structure for all teams, consult with staff and report to the full Governing Body.

Pay

- To implement the aims of the whole school, pay policy in an equitable manner.
- To keep abreast of relevant developments and to advise the Governing Body when the school's pay policy needs to be revised.
- To receive and consider (*following the withdrawal of the Head Teacher from the meeting*) any pay recommendation from Governors who have undertaken the Performance Management of the Head Teacher and make any necessary recommendation to the full Governing Body.
- To consider (*following the withdrawal of the Head Teacher & Deputy Head Teacher/Assistant Head*) and make recommendations to the full Governing Body on an annual basis for the Head Teacher & Deputy Head Teacher/Assistant Head with regard to incremental pay increases.
- To receive pay recommendations for staff (excluding Assistant/Deputy Heads and the Head Teacher) and apply the criteria set by the school's pay policy in determining the pay of each employee on an annual basis, taking account of the limits established.
- To review salaries, pay policy awards and other personnel related costs, especially in relation to the annual budget.

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**Pupil Discipline Committee
as of Autumn Term 2019**

Membership

All members of the full Governing Body as needed.

Procedure at Meetings

- The quorum of the meeting is 3 Governors.
- A Chair of the committee will be elected as necessary.
- The Discipline committee will meet when a pupil has been excluded more than five days in a term.
- A clerk will be requested by the committee from the L.E.A. if the committee meets for a hearing with regard a pupil who has been excluded more than 5 days in a term.
- Pupil discipline committee will follow the guidance outlined in DFEE circular 10/99 school inclusion: pupil support when it convenes a formal hearing.

Purpose/Terms of Reference

- To consider any L.E.A. or DfE directives.
- To review the use of exclusion in the school.
- To consider the views of the parent of an excluded pupil.
- To decide whether or not to confirm an exclusion of more than five school days or whether to direct reinstatement.
- To ensure that equal opportunity issues are given full consideration in all hearings.

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**Staff Discipline Committee
as of Autumn Term 2019**

Membership

All members of the full Governing Body as needed.

Procedure at Meetings

- The quorum of the meeting is 3 Governors.
- Three Governors will sit at the formal disciplinary hearing.
- A minimum of three governors, different from those who attended the formal hearing, will meet to hear the appeal if necessary.
- A Chair of the committee or hearing will be elected as necessary.
- Chair cannot be employed by the school.
- A clerk will be requested by the committee from the L.E.A. if the committee meets for a formal hearing.
- The Chair of the sub committee will report to the full Governing Body at the next meeting. Details of the outcomes only will be given, in order to retain necessary confidentiality in the presence of staff governors.

Purpose/Terms of Reference

- To be guided by the L.E.A.'s manual on Personnel Policies and Procedures.
- To comply with all statutory and contractual obligations and the ACAS Code of Practice on Disciplinary and Grievance Procedures.
- To take advice, as necessary, from L.E.A. officers and advisers.
- To ensure that equal opportunities issues are given full consideration in all hearings.

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**Curriculum, Standards and
Inclusion Sub Committee
2019/20**

Membership (to be established by the full governing body)

- The Chair of Governors is a voting member of the committee but is not required to attend all meetings.
- Quorum: 3 Governors
- Members for 2019/20: Colin Jeffery, Lesley Goldsmith, Patricia Cardis and Shaila Shabbir

Procedure at Meetings

- A Chair will be elected by the Sub-Committee at the beginning of each Autumn term.
- Chair cannot be employed by the school.
- A minute taker will be arranged from the Governing Bodies Unit.
- The minutes will cover key points agreed at the meeting and any recommendation(s) for the full Governing Body to consider.
- The Chair of the Sub-Committee will report to the full Governing Body at the next available meeting.
- Once the minutes are agreed by Head Teacher and Chair they will be forwarded to all Governors in good time for consideration at the next available full Governing Body meeting and then formally adopted at CS&I Committee.
- No meeting will last longer than 2 hours.

Purpose/Terms of Reference

- To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy.
- To oversee the delivery of the curriculum at the school and to make recommendations where appropriate, with the assistance of the Head Teacher and the staff.
- To oversee arrangements for specific areas of provision, e.g. SEN, Literacy, Numeracy, Science, Gifted and Talented. To receive regular reports e.g. from subject co-ordinators or staff leading on specific areas of the school's development plan insofar as they relate to the Sub-Committee's remit.
- To monitor the progress of the School Improvement Plan.
- To consider the outcomes of the internal and external monitoring procedures.
- To monitor the progress and standards across the three Key Stages.
- To monitor the progress and standards of all pupils and particular groups, e.g. SEN/EAL/Ethnicity/Gender.
- To monitor standards of pupil behaviour and attendance and trends of the same.
- To monitor the teacher support programmes for those teachers who have ongoing and specific shortcomings in their teaching.
- To review, monitor and make recommendations on the policy and provision of collective worship and religious education.
- To review, monitor and make recommendations on the sex education policy and provision.

- To ensure that the equal opportunities policy is adhered to in all areas of teaching, with attention to gender, race, sex, age, disability and social class.
- To ensure that the Special Educational Needs policy is adhered to so that the requirements of children with special needs are met by the school.
- To make recommendations to the Finance Committee about cost implications of delivering the curriculum, especially in relation to the annual budget.
- To oversee arrangements for educational visits, including the appointment of a named coordinator.
- To nominate each year (linked) Governors. (Areas to have a linked Governor will be decided on an annual basis.)

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Pay Committee
2019/20

Membership (to be established by the full governing body)

- Quorum: 2 Governors plus Headteacher
- Members for 2019/20: Neil Yeomans, Rhys Herbert and Colin Jeffery

Procedure at Meetings

- The quorum of the meeting is 2 Governors.
- A minute taker will be arranged.
- The minutes will cover key points agreed at the meeting and any recommendation(s) for the Pay Committee to consider.
- No meeting will last longer than 2 hours.

Purpose/Terms of Reference

- The performance management (PM) cycle for staff must take place annually by 31st October.
- The Headteacher uses the outcome of the PM targets alongside other monitoring documents for making decisions on pay progression.
- Subject to satisfactory performance, each September (or by 31st October) teachers move to the next point on the scale, unless they have already reached the top of their scale.
- To consider and advise governors on staff who are eligible for pay progression following the annual performance management cycle
- To consider and advise governors of any staff that apply to progress from the Mainscale to the Upper Pay Scale