



RAMSDEN INFANT SCHOOL

The Governing Body - Committees

Information, Roles/Responsibilities  
and Terms of Reference

# Pay Committee

**Terms of reference:**

- To consider any appeal against a decision on pay grading or pay awards
- 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
- To establish a Pay Policy for all categories of staff and to be responsible for its administration and review

**\*cannot be delegated to an individual**

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

**Disqualification** - The Headteacher, on the committee as an advisor

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| <b>These terms of reference agreed by the Governing Body</b> | March 2019 |
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| Name of Governor | Date Appointed to the Committee |
|------------------|---------------------------------|
| PHIL SOLLOWAY    | 02/11/17                        |
| CLARE JOHNSON    | 02/11/17                        |
| CLAIRE BURTON    | 02/11/17                        |
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| <b>Chair of the Committee</b> | CLARE JOHNSON |
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| <b>Clerk to the Committee</b> | PHIL SOLLOWAY |
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| <b>Quorum (minimum of 3, committee can determine higher number)</b> |  |
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| <b>Date Committee established</b> | 2006 | <b>Date of review:</b> | March 2023 |
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# 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

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

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| <b>These terms of reference agreed by the Governing Body</b> | March 2019 |
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| Name of Governor                                | Date Appointed to the Committee |
|---|---------------------------------|
| JULIA SHARPE                                    | 02/11/17                        |
| TOM BURDEN                                      | 02/11/17                        |
| Plus one person from Greengate Junior School GB | 02/11/17                        |
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| <b>Chair of the Committee</b> | TOM BURDEN |
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| <b>Clerk to the Committee</b> | JULIA SHARPE |
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| <b>Quorum (minimum of 3, committee can determine higher number)</b> |  |
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| <b>Date Committee established</b> | 2006 | <b>Date of review:</b> | March 2023 |
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# Finance and Staffing 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
- 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 draft and keep under review the staffing structure in consultation with the Headteacher
- To oversee the appointment procedure for all staff
- To delegate responsibility for Performance Management to the Headteacher and review 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

**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

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| <b>These terms of reference agreed by the Governing Body</b> | March 2019 |
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| <b>Name of Governor/Associate Member</b> | <b>Date Appointed to the Committee</b> |
|--|--|
| NICKY BREWERTON                          | 02/11/17                               |
| PHIL SOLLOWAY                            | 02/11/17                               |
| CLAIRE BURTON                            | 02/11/17                               |
| JULIA SHARPE                             | 02/11/17                               |

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| <b>Chair of the Committee</b> | PHIL SOLLOWAY |
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| <b>Clerk to the Committee</b> | CLARE BURTON |
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| <b>Quorum (minimum of 3, committee can determine higher number)</b> |  |
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|-----------------------------------|------|------------------------|------------|
| <b>Date Committee established</b> | 2006 | <b>Date of review:</b> | March 2023 |
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# Curriculum and Community Committee

**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 consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body
- To make arrangements for the Governing Body to be represented at School Improvement discussions with the LA and for reports to be received by the Governing Body
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, eg SEN. To receive regular reports from them and advise the Governing Body.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator
- *Additional items which individual Governing Bodies may wish to include*

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| <b>These terms of reference agreed by the Governing Body</b> | March 2019 |
|--|------------|

| Name of Governor/Associate Member | G/AM | Date Appointed to the Committee |
|-----------------------------------|------|---------------------------------|
| NICKY BREWERTON                   |      | 02/11/17                        |
| JO POOLEY                         |      | 02/11/17                        |
| CLARE JOHNSON                     |      | 02/11/17                        |
| SHARON RAMPTON                    |      | 02/11/17                        |
| JULIA SHARPE                      |      | 02/11/17                        |

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| <b>Chair of the Committee</b> | CLARE JOHNSON |
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| <b>Clerk to the Committee</b> | JO POOLEY |
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| <b>Quorum (minimum of 3, committee can determine higher number)</b> |  |
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|-----------------------------------|------|------------------------|------------|
| <b>Date Committee established</b> | 2006 | <b>Date of review:</b> | March 2023 |
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# Health, Safety, Welfare and 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 the Accessibility plan

**These terms of reference agreed by the Governing Body**

March 2019

| Name of Governor/Associate Member | G/AM | Date Appointed to the Committee |
|-----------------------------------|------|---------------------------------|
| NICKY BREWERTON                   |      | 02/11/17                        |
| PHIL SOLLOWAY                     |      | 02/11/17                        |
| SHARON RAMPTON                    |      | 02/11/17                        |
| TOM BURDEN                        |      | 02/11/17                        |

**Chair of the Committee**

PHIL SOLLOWAY

**Clerk to the Committee**

SHARON RAMPTON

**Quorum (minimum of 3, committee can determine higher number)**

**Date Committee established**

2006

**Date of review:**

March 2023

# Headteacher's Performance Review Group

## Terms of reference:

- To arrange to meet with an External Adviser to discuss the Headteacher's performance targets
- To decide, with the support of an 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 Staffing and Finance Committee in respect of awards for the successful meeting of targets set

**Membership** - 2 or 3

**Disqualification** - The Headteacher and Staff Governors

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| <b>These terms of reference agreed by the Governing Body</b> | March 2019 |
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| <b>Name of Governor</b>                         | <b>Date Appointed to the Group</b> |
|---|------------------------------------|
| CLAIRE BURTON                                   | 02/11/17                           |
| JULIA SHARPE                                    | 02/11/17                           |
| SUE JACKSON (GREENGATE JUNIOR SCHOOL - ADVISOR) | N/A                                |

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| <b>Chair of the Group</b> | JULIA SHARPE |
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| <b>Review Officer</b> | CLAIRE BURTON |
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| <b>Quorum (minimum of 2 suggested)</b> |  |
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|-----------------------------------|------|------------------------|------------|
| <b>Date Committee established</b> | 2006 | <b>Date of review:</b> | March 2023 |
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