

Hevingham and Marsham Primary School Partnership

Management Committee (Comprising Finance, Personnel, Premises)

Terms of Reference

Effectiveness of Leadership and Management

The governing board can delegate any of its statutory functions to a committee, subject to prescribed restrictions. The full governing board shall agree the level of delegation to this committee.

Management Committee

It was resolved by the governing board on 4th July 2018 that a Management Committee be constituted and that it should be governed by the following Terms of Reference:

Membership

The governing board shall determine and review annually at the first meeting of the school year, the terms of reference, constitution and membership of the committee.

Chair

The Chair of the committee will be appointed by the full governing board.

Attendance

Members of the committee and the clerk to the committee have a right to attend committee meetings. The governing board or committee may allow other persons to attend.

Quorum

The quorum for committee meetings shall be at least three governors, who are members of the committee. (The committee shall not meet without the Headteacher, or a substitute nominated by the Headteacher, being present.)

Meetings

The committee shall meet at least once a term and more often if required. Dates for the year will be set at the first meeting of the year.

Clerking

The governing board shall appoint a clerk to the committee, who will not be the Headteacher.

Responsibilities

1. To monitor progress on the relevant key issues for action post-OFSTED and/or relevant priorities in the School Improvement Development Plan. To evaluate their effectiveness and set new targets.
2. To establish and keep under review an Accessibility plan.
3. To monitor the rigor and accuracy of self-evaluation (SEF).
4. To lead the strategic vision, ethos and direction of the school - to be revisited annually.
5. To review the staffing structure when vacancies occur, and at least annually in relation to priorities for school improvement.
6. To agree procedures for the appointment of school staff, in line with School Staffing Regulations 2009 including any amendments:
 - for the appointment of members of the leadership group; the governing board will agree a selection panel of at least three governors, who will select candidates for interview, carry out interviews, and recommend to the governing board an interviewee for appointment;
 - in relation to all other staff appointments the governing board will delegate, to the Headteacher, the responsibility for making such appointments, unless certain circumstances apply, as outlined in the Guidance relating to staff appointments. Where responsibility is delegated to the Headteacher, the Headteacher will inform the Management committee, in advance, of all appointments to be made and the committee will decide whether a committee member will attend interviews to assist the Headteacher;
 - in the event of a rapidly needed pupil specific appointment or short term temporary appointment the Headteacher will liaise with the Chair of the Management committee;
 - all appointments will be communicated to the governing board via the Management group and will include who is responsible for their induction.
8. To ensure that every member of staff has a job description, which is reviewed annually, and that job descriptions are reviewed when vacancies occur.
9. To monitor and review all staffing policies and procedures, and to consider adopting the LA's model personnel policies and procedures. These cover issues relating to pay; staffing adjustments; recruitment and selection (see above); equal opportunities; employee relations; conduct and capability; grievance; dismissal and succession planning.
10. To ensure that the governing board appoints two governors to conduct the Performance Review of the Headteacher, and, in addition, a Review Officer/s to investigate any complaint from the Headteacher.
11. To ensure, via reports from the Headteacher, that the Performance Management policy is implemented throughout the school, and that all staff are included in the system of performance review and opportunities given for CPD.
12. To agree procedures for hearing staff grievances

13. To agree procedures for appeals against dismissal from school staff, in line with School Staffing Regulations 2009 including any amendments (*in cases where the Headteacher has dismissed a member of staff*)
14. In consultation with the Headteacher, draft the first formal budget plan of the financial year.
15. To establish and maintain an up to date 3-year financial plan including reviewing the costs that are included in the School Development Plan (up to 3 years) and ensure they are included in the 3 year budget plan.
16. To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the governing board.
17. To ensure the schools operate within the Financial Regulations of the County Council including completion of Statement of Internal Controls and School Financial Value Standards.
18. To annually review charges and remissions policies and expenses policies.
19. To make decisions in respect of service agreements.
20. To make decisions on expenditure following recommendations from other committees.
21. To determine whether sufficient funds are available for pay increments as recommended by the Headteacher.
22. To monitor expenditure of all voluntary funds kept on behalf of the governing board.
23. In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments.
24. To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised.
25. To advise the governing board on priorities, including Health and Safety, for the maintenance and development of the schools' premises.
26. To oversee arrangements for repairs and maintenance.
27. In consultation with the Headteacher, to oversee premises-related funding bids.
28. To establish and keep under review a Building Development Plan.
29. To monitor the work of Norfolk Property Services, or other named contractor, in the preparation and implementation of contracts and to monitor and review arrangements for cleaning, grounds maintenance and school meals in line with the financial procedures agreed by the governing board.
30. To agree procedures to be followed for carrying out emergency work and to make recommendations about delegation to the Headteacher for taking appropriate action on behalf of the governing board in the event of an emergency.
31. To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to a governing board policy.

32. To attend or commission appropriate governor training
33. To report to the full governing board at each of its meetings