**Sample Committee structure**

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| **APPENDIX A** |
| **RESOURCES COMMITTEE TERMS OF REFERENCE** |
| App  Appointments Function  To appoint all full time teaching staff  All non teaching staff and any temporary or part‑time teaching staff be appointed by the head teacher and one other governor  Governors serving on the appointments committee should have preferably undertaken training on recruitment and selection.  *Statutory Requirement:*  When appointing a Head or Deputy Head Teacher the full Governing Body will be required to meet, with a 50% quorum, for the purpose of electing the Selection Committee.  Personnel Function  ‑pay‑grading issues (with the Head Teacher, in liaison with the LA, being  empowered to deal with the annual incremental pay awards for all teaching staff)  ‑redeployment/redundancy  ‑ disciplinary issues  ‑to act as an initial hearing  ‑use of fixed term contracts  NB the power to consider the salaries of all other teaching staff be delegated to the head teacher subject to details being sent to the LA's Human Resources team.  Complaints Function  To hear any complaints with the exception of curriculum issues in line with the school's complaints procedure  Extent of Financial Delegation:  ‑The Head Teacher be empowered to amend the budget during the course of the year (virements) up to £5000  ‑The Resources Committee be empowered to amend the budget during the course of the year (virements) above £5000  ‑The Resources Committee be empowered to monitor spending during the year against the budget and decide upon corrective action where necessary to avoid overspending and enable any underspend to be allocated to another project.  ‑The Head Teacher be given the power to incur expenditure within the approved budget to a limit of £5000 for a single transaction  ‑The Resources Committee to be given the power to incur expenditure within the approved above £5000 for a single transaction  ‑The Head Teacher be empowered to dispose of surplus equipment to a limit of £1500  ‑The Resources Committee be empowered to dispose of surplus equipment above £1500  ‑The Resources Committee be empowered to review and approve any changes to the best value statement.  ‑The Resources Committee be empowered to approve, monitor and review the operation of the procedures required by SFVS and to decide upon any corrective action that may be deemed necessary.   * to review the charge for the community use of the school.   ‑The Resources committee be empowered to buy into service level agreements.  ‑The Resources committee be empowered to approve the budget  ‑The Resources Committee review the financial skills of the governing body and the whistleblower's policy and annually undertake benchmarking of income and expenditure.  Health and Safety Function  ‑to consider all issues relating to the fabric of the buildings and grounds  including regular site inspections  ‑to ensure compliance with health and safety regulations  including regular review of health and safety manuals 1‑3  ‑to make recommendations to the Head Teacher or full governing body as appropriate  Pupil Discipline  ‑To hear all pupil exclusions in accordance with legislation. |
| **APPENDIX B** |
| **SAFEGUARDING COMMITTEE TERMS OF REFERENCE** |
| to review all policies relating to safeguarding and child protection  to review the travel plan  to review the disability equality scheme |
| **APPENDIX C** |
| **SCHOOL DEVELOPMENT COMMITTEE TERMS OF REFERENCE** |
| Target Setting  Curriculum monitoring  School Results ‑ areas for development  Appeals Function:‑ To deal with any appeal on a range of issues to include:‑  ‑ pay‑grading  ‑ redeployment/redundancy  ‑ grievance appeal  ‑ collective disputes  ‑ disciplinary matters  ‑ fixed term contracts  ‑ performance management review |