

**GOVERNOR SERVICES**

**COMMITTEE STRUCTURE**

**The River View Family of Schools' Federation**

**Curriculum Standards & Quality Committee**

**Quorum**

Miss A Brack  
Mr R I Briggs  
Mrs R A Dervey  
Mrs E J Jarrett  
Miss L K Notman  
Mrs J A Peck  
Mrs M Potterton  
Mrs F Small  
Ms H I Steven  
Mrs J Ward

Chair:

Clerk: School

Terms of Reference:

- to monitor progress against the school action plans and key subject action plans
- to consider pupil achievement targets, pupil progress and the impact of intervention strategies
- to make recommendations to the full governing body on curriculum issues
- to liaise with the senior leadership team in formulating the school development plan
- to monitor the school's action plans and to consider the impact on the achievement of pupils
- to review, amend and approve curriculum policies
- to receive information with regard to generalities for dealing with pupil issues such as attendance, social inclusion, discipline, special educational needs and safeguarding
- to receive governors' visits reports
- to consider for approval safeguarding and child protection policies annually and to review other health and safety policies as required including the accessibility plan
- to annually complete the safeguarding audit
- to deal with issues relating to the wellbeing of pupils, staff and premises
- to deal with issues relating to the medical needs of pupils
- to annually review and approve the behaviour policy
- to consider safeguarding matters in relation to Keeping Children Safe in Education

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**Finance & General Purposes Committee**

**Quorum**

Mr R I Briggs  
Mrs C Edwards  
Mrs M Potterton  
Mr R Smith  
Mr P P Swann  
Mr S A Thomas  
Mr M L Wedgewood

School Business Manager to attend

Chair : Mr M Wedgewood

Clerk : Mrs S Empson

**Terms of Reference -**

- to deal with finance and policy issues;
- to adhere to the requirements of the Schools Financial Value System;
- to approve policies other than curriculum or personnel policies;
- to monitor health and safety issues;
- to monitor the issuing and effectiveness of contracts;
- to ensure compliance with health and safety regulations;
- to investigate maintenance of school buildings;
- to consider formulation of bids for funding;
- to liaise with the Headteacher on all issues relating to the fabric of the buildings and grounds including regular site inspections;
- to deal with issues relating to the wellbeing of pupils, staff and premises;
- to deal with issues relating to the medical needs of pupils.

**Extent of Financial Delegation:-**

- the Headteacher and Business Manager be empowered to amend the budget during the course of the year (virements) to a limit of £40,000 Baysgarth £10,000 Castledyke per single transaction;
- the finance and GP committee be empowered to amend the budget during the course of the year (virements) above £40,000 Baysgarth £10,000 Castledyke per single transaction;
- the finance and GP committee be empowered to monitor income and expenditure during the year against the budget and decide upon corrective action where necessary to avoid overspending and to allocate any underspends to another project within the school;
- the Headteacher and Business Manager be empowered to incur expenditure within the approved budget to a limit of £40,000 Baysgarth £10,000 Castledyke per single transaction;

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- the finance and GP committee be empowered to incur expenditure within the approved budget above £ 40,000 Baysgarth £10,000 Castledyke per single transaction;
- the finance and GP 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 necessary to ensure compliance with the same; reference to be made to the governing body where deemed necessary;
- the Headteacher be empowered to dispose of surplus equipment to a limit of £2,500 for Baysgarth £5,000 Castledyke. The finance and GP Committee be empowered to dispose of surplus equipment above £5,000
- the finance and GP committee be empowered to establish and maintain an up to date three year financial plan and approve the annual budget on behalf of the governing body;
- the finance and GP committee be empowered to buy into service level agreements except the governing bodies SLA;
- to review and respond to reports by internal audit and to monitor and ensure implementation of agreed actions;
- the finance and GP committee be authorised to monitor and review the charges and concessions policy annually and give particular consideration to the charges for community use;
- the finance and GP committee to meet at least once per term and report back on the school's finances to the full governing body through detailed minutes;
- the finance and GP committee be authorised to annually review and approve the governors' allowance policy
- to meet every half term.

#### **HR/Appraisal Committee**

##### **Quorum**

Mrs E J Jarrett  
Miss L K Notman  
Mr R Smith  
Mr P P Swann

Chair - Mrs Jarrett  
Clerk - School

Terms of Reference: To deal with:-

- appraisal based salary recommendations for teaching staff
- pay grading issues (with the Headteacher, in liaison with the LA, being empowered to deal with the annual incremental pay awards for all non teaching staff)
- head teacher's pay
- redeployment/redundancy
- to act as an initial hearing
- to consider the staffing structure
- to deal with staff dismissals
- to decide whether or not to use fixed term contracts
- to monitor procedures implementing the new staffing structure
- to approve personnel policies
- to annually review the performance management policy
- to monitor governor training to ensure the training needs of the governing body were met