

Ethos & Curriculum Committee Responsible For

- Ensuring the school is meeting Curriculum requirements and to review the Curriculum Policy Statement
- Working with the Principal to formulate and review the school's vision and mission statement and recommend this to the Academy Committee
- Review & update SEF (Self Evaluation Form)
- Review and ensure pupil premium is correctly accounted for and displayed on the school website annually
- Review Raise Online and Monitor & review information on School Performance
- Monitor & review School Improvement Plan
- Produce Sex Education Policy statement
- Produce RE & Collective Worship Policy
- Review School Prospectus
- Produce & Review the Special Educational Needs Policy
- Monitor & review information about school targets
- Reporting to parents according to statutory requirements
- Agree Home/School Agreement
- Monitor the effectiveness of Literacy & Numeracy Strategies & other subject policies as required
- Consider the Healthy Schools Agenda
- To consider complaints relating to the curriculum, and to advise the Governing body.
- Any item referred by the full Governing Body

Appeals Committee Responsible for Hearing Appeals with regard to

- Pay
- Redundancy
- Grievance
- Contractual variation requests
- Complaints (minimum of 3 members are required)
- Staff Dismissal
- Any Item referred by the full Governing Body

When dealing with an Appeal the Committee should be equal or greater than the original Committee that made the decision

Premises, Finance, Staffing/ Salaries Committee Responsible For

Staffing :

- The well-being of all staff both teaching and Non teaching, Staff Grievance and Discipline (in line with school policies)
- Staff dismissal, redundancy and redeployment
- Consider applications from staff for variation to contract (secondments, early retirements, leave of absence, job share, community service etc.)
- ~~➤ Ensure all personnel records are held securely~~
- Ensuring that the Head has a programme of staff development and considers general staffing requirements.
- Review annually the staffing of the school ensuring that it meets the requirements of the curriculum and is in line with the School Improvement Plan
- Delegation to the Head the appointment of short term supply and lunch time staff.
- Review staff work/life balance, working conditions and well-being, including the monitoring of absence
- Ensure annually that Job Descriptions accurately reflect staff roles.
- Review and monitor the implementation of the Pay and Appraisal Policies
- Equal Opportunities
- ~~➤ Establish & maintain rolling programme for DBS~~ responsibility of the school
- Agree appointment committees when necessary

Appointment committee:

- The appointment committee area of interest includes both teaching and non-teaching.
- It is the responsibility of the appointment committee to take such steps as necessary for the filling of any vacancy(

except Head and Deputy Head teacher) including the preparation of a Job Specification, advertising the vacancy as necessary, considering the advice of the Head teacher.

- Repeat all steps as necessary when a vacancy is unfilled.
- Ensure that the 'recruitment and selection policy' is up to date and procedures are followed.

Salary:

- Consider and advise on salaries and associated staffing matters including discretionary payments(if any).
- Carry out an annual review of staff salaries in accordance with the Governing Body Pay Policy and legislation.
- Keep abreast of policy developments from the DES, and LA..
- Advise Full Governing body about the implementation of the whole school pay policy and make recommendations.
- Ensure that the procedures required by the current Ed regulations are complied with, especially with regard to Agenda and Minutes including CONFIDENTIAL nature of the business of the committee

Finance:

- Receive Section 52 Statement, Produce & approve the annual budget and present it to the full Governing Body for information
- Review the actual expenditure and monitoring statements at least once a term
- Receive & Review financial projections
- Approve expenditure and virements of sums over £5,000, sums below that amount are delegated to the Head Teacher In accordance with the Financial Scheme of Delegation
- ~~➤ Conform annually to the School Financial Value Standard~~
- Assess the financial progress towards achieving the objectives in the School Improvement Plan
- Ensure that the school complies with the Academy Financial Procedures and scheme of delegation.
- Review of leases & contracts – including traded services
- Ensure Best Value principles apply to services purchased with delegated monies
- Review the financial implications on the budget of the Pay & Conditions document
- Receive the annual accounts and certificate of audit of the School Fund Account and other voluntary funds held within school
- Assess the schools insurance cover to ensure that it provides adequate protection against risks

Building / Health and Safety:

- Review Health & Safety Policy on an annual basis
- Monitor Risk Assessment Procedures
- Inspect the school site and buildings to enable maintenance and improvement, including security
- Agree Offsite Educational visits
- Comply with the schools Health & Safety Policy and consider training needs
- Comply with current fire safety legislation & regulations
- Receive reports/audits from Health & Safety representatives
- Refer items to the Central School Safety Committee as necessary & receive minutes
- Maintain the accident statistics and trends so that reports can be made to the Governing Body & Council
- Establish & review an Accessibility Plan
- Consider & make arrangements on risk management issues
- Ensure staff, Governors & pupils undertake the necessary training.
- Any item referred by the full Governing Body