

GOVERNING BODY OF LINGDALE PRIMARY SCHOOL
ARRANGEMENTS FOR DELEGATION OF RESPONSIBILITIES
AS AT SEPTEMBER 2016

The Governing Body of Lingdale Primary School recognises its responsibility to be the final arbiter on all policy matters and decisions concerning the management of the school, including provision for two year olds.

It is the Governing Body's intention to delegate responsibilities adequately to individual governors and to the Head Teacher and staff so as to ensure the most efficient and effective delivery of policy.

The governing body may, from time to time, establish working parties without delegated powers to consider key issues with a view to recommending a particular course of action.

Arrangements for the Delegation of Responsibilities are made on the premise that:

- A committee may delegate tasks to an individual member (in accordance with limitations set in school governance legislation. However, the committee will remain responsible and accountable.
- Delegations may not be exercised other than by the designated person or committee, unless otherwise directed or agreed by the Governing Body.
- In the absence or incapacity of the Head Teacher, the delegations stand delegated to the Lead Teacher, unless otherwise directed or agreed by the governing body.
- In the absence or incapacity of a post-holder other than the Head Teacher, the delegations stand delegated to the Head Teacher unless otherwise directed or agreed by the governing body.

The Governing Body has a Duty to:

- appoint a Chair biannually in the Autumn term for a two year term of office
- appoint a Vice-Chair biannually in the Autumn term for a two year term of office
- hold a meeting at least three times in each school year, normally once per term as detailed in the agreed procedures
- review annually the arrangements for delegation of responsibilities, including the membership and remit of committees
- ensure that the National Curriculum is implemented
- ensure that RE and daily Collective Worship are provided
- ensure that where a committee exists a Chair and a Clerk must be appointed

The above duties will not be delegated, along with the following tasks which will be exercised only by the full Governing Body:

- decide what Sex Education is to be provided
- decide the policy on Charging and Remissions
- agree any general principles on pupil discipline
- decide any changes in the times of school sessions

Governing Body Membership

A membership list of the full Governing Body is circulated to all governors at each termly meeting. A copy can also be found in the school's Governing Body File – Section 2. It is the responsibility of the Clerk to the Governing Body to update this list.

Committee Membership and Remits

The governing body decided to end committee meetings and deal with all matters at full governing body meetings. Other committees to undertake key tasks are:

- Complaints Committee
- Pay Review and Performance Management Committee
- Pupil Discipline Committee
- Staff Hearing Committee
- Staff Appeals Committee

The terms of reference for these committees and quorum for meetings thereof is documented within this arrangement for the delegation of responsibilities, showing its delegated powers.

Each committee should elect a chairperson and a clerk at the beginning of each school year. The term of office is annual.

Seven days notice should be given of any committee meetings, which must be clerked by one of their members (not the Head Teacher or Chair).

Committee minutes, listing those present, must be approved by the Chair of the committee and be circulated to all members of the governing body at the next termly governing body meeting.

Governors with Designated Responsibilities

A list of governors with Designated Responsibilities can be found in the school's Governing Body File – Section 2. At the last review the governing body agreed that committees should carry out monitoring and evaluation of specific aspects of the school. However, governors recognised the need for named governors to oversee the following aspects and improvement priorities:

Child Protection

Chair

Looked After Children and Safeguarding

Chair

SEND

Vice-Chair/

Community Relations

Improvement Priorities for 2015/16

- Ensure all pupils make expected progress in reading and mathematics and increase the proportion of pupils making rapid progress in mathematics across KS2
- Increase the proportion of pupils attaining GLD at the end of EYFS
- Increase the proportion of pupils passing the phonics screening test
- Raise standards in writing at KS1

H Kemp

J Whitehead

J Whitehead

PAY REVIEW AND PERFORMANCE MANAGEMENT COMMITTEE

Membership:

Chair

Vice-Chair

One other governor not paid to work at the school, to be selected by the Chair

As and when necessary, the Chair may select another governor (with the exception of persons employed at the school) to attend a meeting of this committee to ensure sufficient members are present for decision-making purposes

Quorum: 3 (Pay purposes) 2 (Performance Management purposes)

Remit:

(subject to review at the spring term meeting to ensure remit aligns with that specified in the agreed pay policy)

This Committee will be responsible for all issues relating to pay review and performance management:-

Pay Review

- to implement, monitor, review and approve the Pay Policy for all staff and ensure compliance with statutory provisions for both teaching and non-teaching staff
- to undertake an annual review of all teaching staff salaries, including those of the Head and Deputy Head Teacher, in accordance with legal requirements, after the Head Teacher's performance management review
- to provide each member of staff with a written statement confirming his/her salary with effect from 1st September each year and to ensure that all staff are informed of the procedures for presenting individual cases to the Pay Review Committee and for submitting any subsequent appeals to the Staffing Appeals Committee
- to undertake a review of the school group and ISR at each annual salary review for the Head and Deputy Head Teacher
- to report all decisions on pay to the Governing Body.
- to ensure that procedures required by The (School Government) Regulations are complied with, especially with regard to agenda and minutes and ensure that detailed records are kept of all matters and minutes relating to pay.
- to review the rate of payment for out of school hours learning activity work carried out by teaching and support staff, where applicable, on an annual basis.

In the event of any member of staff being dissatisfied with his/her pay decision and the matter cannot be resolved following discussion with the Chair of the Committee, the committee will hear representation from that staff member at a meeting convened specifically for this purpose.

Performance Management

- to implement, monitor and review the Performance Management Policy for all staff and ensure compliance with statutory provisions for both teaching and non-teaching staff
- With the support of an appointed external adviser, to monitor objectives during the year, with a written statement produced at the end of the year on progress made towards agreed objectives

The committee is also responsible for reviewing the policy documents:

| POLICY | DATE ADOPTED | REVIEW PERIOD | REVIEW DUE |
|-------------------------------|---------------------|----------------------|-------------------|
| Performance Management policy | | Annual | |
| Pay Policy | | Annual | |

A schedule of meetings for the Pay Review and Performance Management Committee, along with key matters to be considered at each meeting is given below:

| | Date | Matters to be considered |
|--------------------|------------------|--|
| Autumn Term | Meeting 1 | <ul style="list-style-type: none"> • Review of Headteacher's Performance Management against agreed objectives from previous year with SIP • Set Headteachers Performance Management objectives for current year • Headteacher's pay review |
| Spring Term | Meeting 2 | <ul style="list-style-type: none"> • Mid Year Performance Review against agreed performance objectives for Head and Deputy Head Teacher |
| Summer Term | Meeting 3 | <ul style="list-style-type: none"> • Annual review of staff performance with recommendations from the Head Teacher on pay awards effective from 1st September 2015 • Annual Report from Headteacher on operation of the Performance Management process across school • Review of Performance Management Policy |

COMPLAINTS COMMITTEE

Membership: 3 governors to be selected, by the Chair, from the full governing body (with the exception of persons employed at the school or previously involved in the complaint)

Quorum: 3

Remit:

- Consider and investigate any complaints received, and decide upon appropriate action to be taken.

PUPIL DISCIPLINE COMMITTEE

Membership: 3 governors to be selected, by the Chair, from a pool to consist of the full governing body (with the exception of persons employed at the school)

Quorum: 3

Remit: To review fixed term/permanent exclusions and to decide whether to uphold the decision

STAFF DISMISSAL ARRANGEMENTS (Early Retirement/Redundancy/Discipline/Capability)

At a meeting of the governing body in Spring 2006, the Head Teacher was given delegated power to make decisions, with support from the Chair, on redundancy and early retirement. At the Governing Body meeting held in March 2007, governors extended this delegation further to include initial decisions on the dismissal of staff outside of the leadership group under disciplinary and capability procedures.

STAFF HEARING COMMITTEE

Membership: 3 governors to be selected, by the Chair of the governing body, from a pool to consist of the full governing body (with the exception of persons employed at the school)

Quorum: 3

Remit:

- To hear cases under disciplinary and capability procedures where the member of staff in question is the Head Teacher or another member of the Leadership Group and to determine an appropriate course of action, which may include dismissal.
- To hear cases under disciplinary or capability procedures for members of staff outside the Leadership Group in cases where the Head Teacher has prior involvement in the investigation and cannot, therefore, lead the hearing stage.
- To make decisions in relation to redundancy and early retirement where the member of staff in question is the Head Teacher or a member of the Senior Leadership Team.
- To hear any grievance against the Head Teacher at Stage 2 of the grievance procedure (The Chair of Governors would deal with such a grievance at Stage 1 of the process)

STAFF APPEALS COMMITTEE

Membership: 3 governors to be selected by the Chair of the governing body, from a pool to consist of the full governing body (with the exception of persons employed at the school)

Quorum: 3

Remit:

To hear any staffing appeals, including:

- Appeals under disciplinary, capability, redundancy, early retirement or grievance procedures
- Appeals against pay decisions, in accordance with the school's Pay Policy
- Appeals under performance management procedures, including any appeal from the Head Teacher. (Performance management appeals are dealt with under the grievance procedure)