



Date of Review: March 2018	Date of Next Review: March 2019
New Hartley First School Strategic Policy & Direction Committee Terms of Reference	

This committee has the remit for staffing, finance and premises.

Membership and roles

Mr John Downes - Chair	Miss Vicky Hewison
Mrs Keri Dowdney - Headteacher	Miss Sarah Dennison
Mrs Victoria Frost	Mrs Margaret Richards
Mrs Joanne Stewart	Mrs Karen Collier

At the first meeting of each academic year the committee will elect a chair and clerk.

Quorum:

The quorum must be three governors.

Frequency of meetings:

One meeting per half term, and additional meetings as required.

Responsibilities:

The Strategic Policy & Direction Committee is responsible for any issues arising from these policies:

Staffing	Finance	Premises
Whole school pay policy Performance management Complaints Review of staffing structure Staff appraisal policy Staff discipline, conduct and grievance Staff recruitment Leave of absence policy Link governor- induction and support	Charging policy Governors allowance Instrument of government Register of interest of the Headteacher and governors School companies Financial management scheme Governors visits to school Lettings	Health and safety policy Accessibility plan Freedom of information publication scheme Educational visits off site Data protection code of practice and data protection Data quality Email usage Internet usage Telephone usage Mobile computing ICT and information security policy Reporting security incidents Transportation, transfer and storage of data Entry controls and secure areas

The Strategic Policy & Direction Committee will undertake the following;

Staffing

- To make arrangements for the appointment of staff other than the Headteacher and Deputy Headteacher (who must be appointed by the full governing body);
- To review the staffing structure of the school whenever a vacancy arises;
- To ensure each member of staff has a job description which is reviewed annually, and to ensure that job descriptions are reviewed whenever vacancies arise;
- When the Headteacher considers it necessary to refer decisions to the Governing Body, to consider applications from staff for leave of absence, secondments, early retirements and voluntary redundancy;
- To hear cases referred to the Governing Body under the Governing Body's disciplinary, capability, disability and grievance procedures;
- To review and agree the pay policy on an annual basis, for implementation by the Headteacher.

Staffing delegated to the Headteacher, for ratification by Committee

- Casual staff appointments;
- Support staff appointments;
- Temporary teaching appointments to maintain the curriculum;
- Arrangements for the termination of staff contracts;
- Annual determination of staff salaries in accordance with the school's pay policy.

Performance Management

- To annually review the school's performance management policy, in consultation with staff;
- To ensure that the Performance Management review of the Headteacher is carried out and monitored throughout the year;
- To ensure that Performance Management is carried out effectively for all staff in the school;
- To consider Headteacher's pay review;
- To ensure that the Headteacher is carrying out Threshold Assessment for staff eligible to apply.

Personnel & Workforce Reform

- To ensure that the appropriate policies and procedures are agreed and adopted by the governing body, having particular regard to the school development plan, and advice from the LA;
- To carry out an annual audit and review of staffing, such as re-grading for support staff, including a review of the salary of each teacher and to submit recommendations as necessary on staff numbers (both teaching and support staff);
- To prepare staffing forecasts, for the next and subsequent financial years.
- To monitor the appointment of supply teachers, temporary staff and ancillary staff;
- To make all the necessary arrangements for the appointment of the Headteacher by the Governing Body;
- To be responsible for consultation with staff and to advise the governing body on all matters of personnel policy;
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence;
- To form a Hearing Body, with the Headteacher, in the event of restructure of staff.

Grievances

- To hear all grievances raised through the formal grievance procedure;
- Where appropriate, to provide mediation between the parties and to reach a situation where the grievance is resolved to the satisfaction of the committee;
- To escalate any grievances which the complainant feels have not been addressed to their satisfaction to a full Appeals and Grievances Committee Meeting;

Finance

- To monitor and review spending in the area of finance;
- To analyse costs to ensure best value;
- To identify best practice in relation to school finances;
- To consider issues which will impact on spending;

Premises

- To comply with systems and timetables for inspecting the school buildings, grounds, play facilities, plant, electrical and fire equipment and systems in respect of health and safety standards;
- To ensure that proposed changes to school buildings, grounds, play facilities, plant equipment and systems take account of the health, safety and welfare of the persons affected, and that applicable requirements and legislation are adhered to;
- To define and manage school security, and to comply with legislation and procedures regarding staff and visitors to school (eg. DBS checks);
- To review and update the Health and Safety Policy;
- To monitor compliance with the relevant legislation supporting the Health and Safety at Work Act, and all current health and safety legislation;
- To ensure that all contractors and others who are appointed to work on the school premises are given adequate information regarding the presence of hazardous materials (including Asbestos) in the building or any plant equipment within the school;
- To monitor the accident reports and incident reports within the school;
- To ensure that suitable risk assessments are prepared and that action is taken to minimise risk.

Date _____

Signed _____ committee chair

Review date: 14th March 2018