

THE EAST STAFFORDSHIRE & TAMWORTH PRU FEDERATION

FEDERATION MANAGEMENT COMMITTEE (FMC) BUSINESS SUB COMMITTEE: FINANCE /HUMAN RESOURCES /HEALTH AND SAFETY

Terms of Reference

The Terms of Reference of the Committee are:

A) Finance

1. Discuss key issues identified by the Executive Headteacher with regards finance.
2. To prepare a draft budget based on priorities in the school development plan to present to the Management Committee for adoption.
3. To draw up the annual budget for approval by the Business Management Committee.
4. To complete the budget notification form to be submitted to the LA by May 31st each year.
5. To establish and monitor appropriate policies and procedures for sound budgetary control.
6. To report regularly on the schools finance to the FMC.
7. To ensure accounts are properly finalised at year end / reviewing.
8. To determine the financial delegation to be made to the Headteacher within LA guide lines.
9. To approve transfer between budget headings (virement) within agreed limits.
10. To enter into contracts following the LA`S Financial Regulations.
11. To respond to any issues arising from audit of the schools accounts.
12. To prepare information on income and expenditure for the FMC.
13. To determine procedures for FMC members to claim expenses.
14. To explore different expenditure options and assess expenditure bids.

To make miscellaneous financial decisions on the recommendation of the Executive Headteacher.

15. To monitor the site security needs of the schools.
16. To consider and promote additional sources of income for the schools.

17. To act on behalf of the FMC in financial matters and to carry financial responsibilities in accordance with its policy decisions.
18. To report back upon actions taken and make recommendations to the FMC.
19. To evaluate the effectiveness of financial decisions.
20. Recommend to the full FMC items to be included in the Strategic and Annual School Improvement Plan.

B) Human Resources

1. To establish disciplinary and capability procedures.
2. To formulate and review the School's staffing structure.
3. To review and develop staffing policies e.g., procedures for selection and appointment of staff, professional development, equal opportunities policies.
4. To agree membership and procedures for staff appointments' panels.
5. To monitor the School's procedures for staff development.
6. To monitor the School's support for new staff.
7. To annually submit to the Finance Committee costings for proposed staffing levels.
8. To nominate members to attend any serious disciplinary hearings which may be called.
9. To monitor and review the School's Performance Management Policy and ensure statutory requirements are met.
10. To determine and ensure that the aims of the whole School Pay Policy are met.
11. To review the whole school pay policy annually to take account of local and national developments and make appropriate recommendations to the FMC,
12. To establish the criteria and procedures for determining all discretionary elements of the salary policy.
13. To review the performance of the Headteacher against delivery of targets.
14. To arrange for an annual review of staff pay.
15. To meet the needs of Governor training.
16. To ensure that there is opportunity for liaison between Governors, Staff and Union representatives.
17. To support staff in their objective of maintaining high standards of student behaviour
18. To set out grievance procedures for Staff, parents and students.
19. To report back upon all actions taken and make recommendations to the FMC.
20. Recommend to the full FMC items to be included in the School Improvement Plan.

C Health and Safety

1. Establish the Health and Safety Policy.
2. Review Health and Safety Action Plan; Audits etc
3. Assist in the development of safe systems of work and safety procedures.
4. Analyse accidents and causes of notifiable occupational diseases.
5. Review risk assessments.
6. Examine safety audit reports
7. Consider reports submitted by safety representatives.
8. Monitor the effectiveness of health and safety training.
9. Consider reports and factual information provided by HSE Inspectors, Environmental Health Officers and any other applicable bodies.
10. Monitor and review the adequacy of Health and Safety communication and publicity within the work place.
11. Report to the Management Committee regarding the finance for Health and Safety.
12. Evaluate the staff Health and Safety and CPD log.
13. Continuously monitor all arrangements for health and safety and revise them whenever necessary.

The committee will submit an annual report to the full management committee for their consideration. As a minimum the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and prioritises for the forthcoming year.

Membership of the Business Committee:

NAME	ROLE
JOHN BEATY	CHAIR
LESLEY CALVERY	
CLAIRE KEAST	
KEVIN BALDWIN	

Three members of the FMC must be present for the meeting to be deemed quorate.

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MANAGEMENT COMMITTEE LEARNING SUB COMMITTEE

Terms of Reference

Curriculum

1. To recommend to, or formulate on behalf of the FMC all curriculum assessment policies required by legislation.
2. To monitor and review the school's curriculum assessment provision and make recommendations where necessary.
3. To ensure equality of opportunity for all pupils within the schools provision.
4. To consider on behalf of the FMC any curriculum statements prepared by the LA and make necessary recommendations for actions as appropriate.
5. To prepare annually a submission to the Finance Committee for funding levels of curriculum resources e.g caption allowances.
6. To agree the annual statutory and non statutory pupil performance targets and monitor and review progress.
7. To review procedures for dealing with parental complaints.
8. To monitor and review the Induction of students / home-school agreements and make recommendations to the FMC.
9. To monitor and review the School's S.E.N policy taking into account legal requirements.
10. To monitor the prohibition of political indoctrination, ensuring the balanced treatment of political issues.
11. To make recommendations to the FMC regarding the school's session times and dates of school term.
12. To monitor and review the delivery of RE, collective worship and sex education, making recommendations to the Management Committee for its decision.
13. To consider recommendations and decide which subjects should be taught.
14. To ensure that National Curriculum assessment and examination results are reported annually to the FMC and the LA.

15. To consider and develop policy and practise to ensure procedures are in place to strengthen links with the community and industry.
16. To consider and decide upon requests for term – time trips. / visits workshops etc.
17. To review annually information about schools performance.
18. To ensure that the School Improvement Plan has an appropriate curriculum focus.
19. To provide information to students, parents and outside agencies about how the curriculum is taught evaluated and resourced.
20. To report back upon all actions taken and make recommendations to the FMC.
21. To recommend to the FMC items to be included in the School Improvement Plan.

Pupil Discipline

- 1) Review the use of exclusions in the school
- 2) Receive representations from parents whose child has been excluded for any period.
- 3) Consider the circumstances of any pupil excluded permanently or for more than five days in a term or who will be unable to sit a public examination as a result of exclusion.
- 4) Decide whether to direct re-instatement of any pupil so excluded.
- 5) For pupil discipline the committee must include three FMC members. A pool of FMC members must be nominated from which three will serve as the committee for a particular exclusion.
- 6) The quorum for the committee is three.
- 7) Neither the Executive Headteacher nor non members of the FMC shall be members.
- 8) If an exclusion causes a pupil to miss sitting a public examination, the pupil discipline committee should meet before the exam. If the Chair of the committee does not consider it practical for the committee to meet, she/he may especially consider the exclusion and decide whether to re-instate the pupil.
- 9) An independent panel established by the local authority deals with appeals by parents against the decision of the Pupil Discipline Committee.

Members of the Learning Sub Committee

NAME	ROLE
JOHN BRODIE	CHAIR
IAN McAUTHUR	
CHRIS JACKSON	
DENISE ROBERTSON	
JANE GENTLES	
SARAH BAMBER	

Three members of the Management Committee must be present for the meeting to be deemed quorate.

RECRUITMENT PANEL

All members of the Management Committee are members of the recruitment panel and can be invited to take part in the interview process for staff appointed to permanent posts.

EXECUTIVE HEADTEACHER REVIEW PANEL

- 1) To meet with the external adviser to discuss the Executive Headteacher's performance targets.
- 2) To decide, with the support of the external advisor whether or not the targets have been met.
- 3) To set new targets on an annual basis
- 4) To monitor throughout the year the performance of the Executive Headteacher against the targets.
- 5) To make recommendations in respect of awards for successfully meeting set targets.
- 6) The committee has a membership of two FMC members with one reserve.

Members of the Executive Headteacher review panel:

John Brodie Chair

Jane Gentles

Dave Smith – External Educational Consultant