

Woodstone Community Primary School



Leadership and Management Committee Terms of Reference

MEMBERSHIP

- At least 5 governors of whom one must be the Head Teacher
- The governing body will appoint a chair to the committee (this cannot be the Headteacher)
- Non-voting members may be co-opted as required
- The governing body will appoint a clerk to the committee (this cannot be the Headteacher)
- Attendees will be invited to attend meetings where appropriate

QUORUM

- 3 governors of whom one must be the Head Teacher

PURPOSE AND MAIN FUNCTION

- To take a strategic role in the planning for school improvement by being aware of school strengths and areas to develop
- To monitor financial matters relating to school
- To determine personnel policies and procedures

STAFFING AND RECRUITMENT

- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee
- To oversee the appointment procedure for all staff
- To recommend an appropriate staffing structure to the finance committee before approval from the full governing body
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher
- To agree procedures for staff conduct and discipline
- To request Personnel committee convene to recruit, select and appoint staff
- To oversee the process leading to staff reductions

BUDGET

- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee Monitor and evaluate the budget allocated to the school to achieve value for money
- To prepare and present to the Governing Body for ratification an annual School Budget which reflects the priorities in the School Development Plan
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
- To ensure that the school operates within the Financial Regulations of the County Council and SFVS
- To ensure that audit and risk management is compliant
- To review any policies relating to financial management
- To make decisions in respect of service agreements and review annually
- To make decisions on expenditure following recommendations from other committees
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised as recommended by the Behaviour, Welfare and Safety committee
- To review the inventory (Risk register)
- To review the risk register at least annually (financial aspects)

PERFORMANCE MANAGEMENT

- In light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments
- To secure the effective implementation of performance management procedures
- To establish and review a Performance Management policy for all staff
- To consider as a 'pay committee' the annual review of staff increments
- To consider any appeal against a decision on pay grading or pay awards

MONITORING

- To monitor and evaluate the effectiveness of leadership and management
- To monitor and evaluate the effectiveness of partnerships in securing improved outcomes for pupils

- To ensure the principles of 'best value' are adhered to

POLICY RESPONSIBILITY

The Leadership and Management committee is responsible for reviewing the following policies:

STATUTORY POLICIES

- Charging and Remissions
- Staff Capability
- Staff Disciplinary
- Teachers pay and conditions

NON-STATUTORY POLICIES

- Staff appointments
- Staff Absence Management
- Support Staff Pay & Conditions
- Governors allowances
- Letting & use of school premises
- Register of Business Interests HT & Governors
- Instrument of Government
- Freedom of Information
- Teacher Appraisals
- Minutes of, and papers considered at meetings of the GB and its committees
- Financial Best Value statement
- Whistleblowing
- Debt Policy
- Performance Management
- Finance Policy
- Review of Staffing Structure document
- Staff Leave (paid or unpaid)
- Statement of Internal Control
- SFVS
- Staff Appeals
- Staff Termination of Employment

The above list is not exhaustive. The L&M committee may be involved in drafting and approving additional policies as appropriate.

