



OXBRIDGE PRIMARY SCHOOL **COMMITTEE STRUCTURE AS AT 16 OCTOBER 2023**

Chair: Mr T Keates
Vice Chair Mrs H Burns

STATUTORY COMMITTEES

Initial Committee

Mrs C Williams
Mrs H Burns

Nomination Committee

Mr T Keates

Hearing Committee

Vacancies

Appeals Committee

Vacancies

Pay and Performance Review

Mr T Keates
Mr H Smith
Mrs H Burns
Mrs C Williams
(Quorum of 3)

LINK GOVERNORS

SEN Governor

Mr T Keates

Safeguarding/LAC Governor

Mrs C Williams & Mrs S Bunn (when officially appointed)

Pupil Premium Governor

Mr T Keates

Health and Safety Governor

Mr H Smith

English Governor

Mrs H Burns

Maths Governor

Mr T Keates

Eco Governor

Mr R Hasthorpe

EYRS Governor

Mrs S Bunn (when officially appointed)



GOVERNING BODY OF OXBRIDGE PRIMARY SCHOOL
DELEGATION OF FUNCTIONS TO COMMITTEES AS AT 16 OCTOBER 2023

1. LEADERSHIP AND EFFECTIVENESS COMMITTEE (FGB)

- to consider and approve the School Improvement Plan;
- to monitor and evaluate implementation of the Plan throughout the year;
- to monitor and evaluate the SEF;
- to monitor and evaluate pupil performance figures throughout the year;
- to consider, review and approve curriculum and other related policies;
- to monitor and evaluate the implementation of the policies;
- to consider, review and approve curriculum related policies;
- to develop and promote links with parents and the local community;
- to consider requests for educational visits in line with agreed policy and procedures;
- to evaluate the effectiveness of the CPD Policy and the quality of teaching and learning throughout the school;
- produce and publish Governing Body Annual Performance targets.
- to consider how well different groups of pupils are performing across the school.

2. RESOURCES COMMITTEE (FGB)

2.1 Financial Matters

- to consider the school improvement plan and ensure that its priorities are reflected in the annual budget;
- to consider and approve the budget allocation from the LA;
- individual virements to a maximum of £ 10,000 to be vired from one budget heading during the course of the financial year to be delegated to the Head Teacher;
- to monitor spending against the agreed budget by examining financial statements during the year, at least termly;
- to ensure that the school operates within the financial regulations of the LA and the requirements of the DfE and SFVS;
- to consider the outturn position for the school;
- to consider medium term forward planning;
- day to day management of the budget to be delegated to the Head Teacher;
- to advise the Governing Body on the school's charging and remissions policy;
- to determine the charges for lettings;
- to determine a financial procedures policy and to monitor its implementation;
- to agree and review a policy on the purchase and sale of equipment;
- to review the audited accounts of any private school's funds;
- to manage and enter into on behalf of the Governing Body any contracts for work in line with the Local Authority's related standing orders;
- to consider reporting mechanisms to parents in relation to financial matters;
- to consider, review and approve finance related policies

2.2 Staffing Matters



- determine the staffing structures and identify the number and deployment of posts;
- to ensure that procedures are in place with regard to employment policies and to ensure they fit into the overall school development plan and whole school pay policy;
 - to ensure that proper recognition of equal opportunities policies is maintained thus preventing discrimination.
 - to consider, review and approve staffing related policies

2.3 Appointment of Staff

- Head and Deputy Head Teacher - Governor Selection Panel;
- other teaching and non-teaching posts - Headteacher

2.4 Premises Related Matters (inc Health & Safety)

- to liaise with LEA Officers in order to maintain/improve the building within the budget set by the Governing Body and in accordance with procedures and practices;
- to liaise with the site supervisor in order to maintain/improve the standard of hygiene and cleanliness within the budget allocation;
- to liaise with the grounds maintenance contractor in order to maintain/improve the grounds within the budget allocation;
- to consider and advise the Governing Body on regulations relating to Health and Safety;
- to consider, cost, prioritise and make recommendations on the long term care and improvement of the buildings, grounds, furniture and fittings;
- to monitor and evaluate issues relating to premises within the school development plan;
- to consider applications for lettings and use of the school facilities.
- to consider, review and approve premises related (inc Health & Safety) policies

3. PUPIL ACHIEVEMENT AND WELFARE COMMITTEE (FGB)

- to be responsible for implementing and reviewing the school's disciplinary procedures within the appropriate legislation;
- to hold hearings to consider pupils excluded from school with a view to readmission or permanent exclusion.
- to consider whole-school issues relating to child protection, behaviour and achievement
- to review and approve policies relating to the above;

4. STAFFING ISSUES

4.1.1 Staff Initial

- to discuss the need for reduction in staffing and, if necessary, set criteria for nominations;



- to liaise with and consult the unions and professional associations prior to the meetings of the Staff Nomination Committee.

4.1.2 Staff Nomination

- to consider the criteria necessary to identify over-staffing;
- to nominate staff for possible redundancy in consultation with the LA;
- to receive and consider parental complaints in line with the Governing Body's policy.

4.1.3 Staff Hearing

- to consider nominations for redundancy made by the Nominating Committee;
- to hear staff representations under grievance, disciplinary and capability procedures or other appropriate matters with regard to employment at the School.

4.1.4 Staff Appeals

- to hear any appeals from teaching and support staff as a result of decisions taken by Governors relating to employment, pay. Grading, conditions, grievance, discipline and capability procedures, or other appropriate matters with regard to employment at the School.

5. PAY AND PERFORMANCE REVIEW

- to consider/receive the recommendations of the Headteacher or delegated representative in relation to the pay of the school workforce, including the annual review of all staff;
- to carry out the annual review, in conjunction with an external adviser of the Headteacher's performance objectives;
- to monitor and review progress on the above.

6. PROCEDURE FOR THE APPOINTMENT OF CHAIR AND VICE CHAIR OF THE GOVERNING BODY

Term of Office

Chair – Four years

Vice Chair – Four years

Election Procedures

Self nominations at the meeting

Election Process

Open vote.