

MANAGEMENT COMMITTEE OF THE HORIZON SCHOOL
COMMITTEE STRUCTURE-2022-23



Membership and Terms of Reference

Management Committee

Ollie Harness (Chair)
Martyn Gordon (Headteacher)
Zoe Westley
Anne Johnson
Debbi Hill
Craig McLeod
Tim Blades
Jacqui Braithwaite
Debbi Hill
Adam Ainley (Staff Governor)

Finance and General Purposes Committee

Zoe Westley (Chair)
Martyn Gordon
Jacqui Braithwaite
LA Rep – Sandra Shears
Quorum3

Achievement and Standards Committee

Debbi Hill (Chair)
Anne Johnson
Adam Ainley
Tim Blades
Martyn Gordon
Craig McLeod
Quorum3

Pay Review Committee (Including Headteacher's Performance Objectives)

Oliver Harness (Chair)
Tim Blades
Anne Johnson
Quorum 3

Pay Appeals Committee

Quorum 3
Zoe Westley
Jacqui Braithwaite
Craig McLeod

Staff Dismissal Committees

Ollie Harness
Debbi Hill
Craig McLeod

Initial/Nominating Committee

To be appointed when required
Quorum 3

Hearing Committee

To be appointed when required
Quorum 3

Appeals Committee

To be appointed when required
Quorum 3

TERMS OF REFERENCE

FINANCE AND GENERAL PURPOSES COMMITTEE:

- Day to day management of the budget to be delegated to the Headteacher
- To consider and monitor the school Improvement plan and ensure that priorities are reflected in the annual budget.
- To consider the budget allocation from the LA and to approve the annual budget.
- To monitor spending against the agreed budget by examining financial statements during the year.
- To monitor the allocation and spending of the Pupil Premium in supporting all pupils.
- To consider the outturn position for the Unit.
- To consider medium term forward planning.
- To vire between budget headings during the course of the year if necessary the Headteacher be authorised to spend from the budget up to ---- per single item without reference to the Management Committee.
- To receive benchmarking data on expenditure on an annual basis.
- To determine the staffing levels and annual teaching staff establishment.
- To determine staffing structure which will identify the number and deployment of posts.
- To be responsible for considering, amending and adopting policies and procedures to comply with the new employment legislation. To ensure that they fit into the overall improvement plan and whole school pay policy.
- To ensure that proper recognition of equal opportunities policies are maintained thus preventing discrimination.
- To receive reports in respect of workforce remodelling.
- To receive reports on roles and responsibilities of staff.
- To review the Whistle blowing Policy on a 3 year cycle.
- To review annually the Unit's charging and remissions policy.
- To review the audited accounts of any private school funds. (annually)
- To manage and enter into on behalf of the Management Committee and any contracts for work in line with the Local Authority's related standing orders.
- To liaise with the LA in order to maintain/improve the building with the budget set by the Management Committee.
- 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 cost, prioritise and make recommendations on the long-term care and improvement of the buildings, grounds, furniture and fittings.
- To consider and report to the Management Committee on health and safety matters.
- To ensure implementation of the Health and Safety Policy Statement and review on an annual basis.
- To ensure implementation and consider risk assessments in the Unit.
- To determine a financial procedures policy and to monitor its implementation.

ACHIEVEMENT AND STANDARDS COMMITTEE:

- To liaise with the Headteacher over the preparation of the School Improvement Plan and monitor its implementation.
- To advise the Management Committee in establishing policy statements for sex education, religious education and collective worship.
- To monitor and review the curriculum provision in the Unit and Home Hospital.
- To commission and receive reports from the school concerning curriculum in response to national, local and school needs.
- To receive reports the quality of teaching and learning.
- To consider and monitor the impact of staff policies/decisions on the curriculum.
- To advise the Finance and General Purposes Committee of resources in the various curriculum areas.
- Review and approve curriculum policies on behalf of the Management Committee on a rolling programme.
- To receive internal and external monitoring reports on curricular areas.
- To review the School Self Evaluation Form (SEF)
- To monitor the impact of the pupil premium on pupils learning and attainment including its use in supporting more able groups from disadvantaged backgrounds.
- To monitor the use of sports funding including impact on raising pupils achievement and physical wellbeing.
- To consider School self evaluation reports
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- To ensure the promotion of British Values as part of the Spiritual, Moral, Social and Cultural development in the School and having due regard to the prevent agenda.
- To review and monitor transition arrangements for students
- To receive reports on attendance.
- To monitor pupil behaviour and exclusions.
- To review the Behaviour policy on behalf of the Management Committee
- To receive termly reports from the Home Hospital Satellite class
- To monitor provision for vulnerable students in the Unit.
- To ensure the promotion of health awareness amongst students
- To monitor policies and procedures in the Unit in relation to child protection and safeguarding.
- To ensure that the self review audit report for safeguarding and child protection is completed annually.
- To promote and celebrate students success and achievements.
- To receive reports on communications with parents including analysis of any questionnaires to parents and parental engagement and community links.

- To review regularly the Unit's website and information for parents.
- To promote and receive regular updates from staff
- To consider visit requests from staff and monitor the impact on students learning.

PAY REVIEW COMMITTEE:

- To implement the Management Committee's pay policy for all staff and production of salary statements for teachers and leadership group posts as required.
- To review the pay of leadership group posts and other posts within the school in accordance with statutory criteria for the time being in force.
- To review and recommend the Performance Management Policy and carry out any necessary consultation with staff.
- To receive reports on performance management.
- To meet with the School Improvement Partner and set Head teacher's Performance objectives.
- Monitor Head teacher's performance objectives.
- Review the salary of the Headteacher.

PAY APPEALS COMMITTEE:

- To consider any appeals against grading from members of staff and determine whether the appeal can be upheld.

STAFF DISMISSAL COMMITTEES (TO MEET WHEN REQUIRED)

INITIAL / NOMINATING COMMITTEE:

- Consider the overall staffing needs in the light of the Unit's budget, desired staffing structure, management structure, curriculum requirements, etc.
- Establish whether a potential redundancy situation exists.
- Liaise and consult with unions and staff (via the HeadTeacher if the Committee so determines) and consider any representations from staff and unions.
- Consider any alternatives to redundancy.
- Consider any applications for voluntary redundancy.
- Determine the criteria which are to be used to select staff to be made redundant.
- Set the overall timetable for redundancy.
- To determine which employees it is proposed are to be made redundant on the basis of selection criteria set by the Initial Committee.
- Arrange for employees selected to be notified (via the HeadTeacher) of this.

HEARING COMMITTEE:

(INCORPORATING COMPLAINTS DISCIPLINE AND GRIEVANCE)

- Consider any representations made by a member of staff on the proposal that he/she be made redundant.
- Determine whether the dismissal proposal should stand or not.
- Arrange for the employee and LA to be informed in writing of the decision and the reason for it (via the HeadTeacher).
- Where required hear cases under capability, grievance, disciplinary and other employment policies, procedures.
- To deal with in, accordance with agreed procedures, any complaints received in school.

APPEALS COMMITTEE:

- Consider any appeal made by a member of staff on the proposal that he/she be made redundant.
- Determine whether the appeal should be upheld or not.
- Arrange for the employee and the LA/Diocese to be informed of the decision (Via. The Headteacher)
- To hear appeals under disciplinary, grievance, capability and other employment policies/procedures

December 2021

September 2022

Name	Term of Office	Committees	Official Responsibility	Attendance at Governing Body	Attendance at Committee	Nature of Interest			Resignation Date
						Pecuniary (you or a close connection)	Governor in another school/education establishment	Spouse, partner or relative working in school or with business interests	
Mr Mark Tilling	26/10/21-25/10/23	Finance and General Purposes		5/5	3/3	No	Chair of Governors at The Federation of Golden Flatts and Lynnfield Primary School Headteacher at High Tunstall College of Science	No	
Mr Tim Blades	26/10/21 – 25/10/23	Achievement and Standards		5/5	1/1	No	Chair of Governors at High Tunstall College of Science	No	
Mr Martyn Gordon	n/a	Finance and General Purposes, Achievement and Standards		5/5	3/3	No	Member of the executive board at Eden Academy Trust, Chair of Academy Council NET Hartlepool,	No	

							Governor at English Martyrs RC School		
Mr Adam Ainley	26/10/18 - 25/10/22	Achievement and Standards		5/5	1/1	No	No	No	
Dr Oliver Harness	26/10/18 - 25/10/22	Achievement and Standards		5/5	1/1	No	No	No	
Ms Zoe Westley	05/01/22-04/01/24	Finance and General Purposes		5/5	1/1	No	Chair of the Hartlepool Virtual School GB	No	
Ms Debbie Hill	05/09/21-04/09/23	Achievement and Standards		5/5	3/3	No	no	No	
Mr Craig Mcleod	05/01/22-04/01/24	Achievement and Standards		5/5	3/3	No	No	No	
Ms Jacqui Braithwaite	25/11/22-24/11/24	Finance and General Purposes		1/5		No	No	No	
Ms Sandra Shears	25/11/22 – 24/11/24	Finance and General Purposes		1/5		No	No	No	