



MANAGEMENT COMMITTEE OF THE HORIZON SCHOOL
COMMITTEE STRUCTURE-2024 - 25

(Revised November 2024)

**Pay Review Committee (Including
Headteacher's Performance
Objectives)**

Mr T Blades
Mrs A Johnson
Miss L Kennedy
Vacancies
Quorum 3

Pay Appeals Committee

To be appointed when required
Quorum 3

Staff Dismissal Committees

To be appointed when required
Quorum 3

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

Link Governors

Safeguarding
Mr T Blades

SEND

Mrs A Johnson

Careers

Mr P Hewitson



REGISTER OF GOVERNOR INTERESTS

NAME OF SCHOOL: The Horizon School 2024 - 2025

From September 2015, Governing Bodies are required to publish on their website, information about their governors:

Name, Category & Appointing Body	Term of Office	Official Responsibility	Nature of Interest			Resignation Date
			Pecuniary (you or a close connection – see point 1)	Governor in another school/education establishment	Spouse, partner or relative working in school or with business interests (see point 2.)	
Mrs Emma Rutherford Executive Headteacher	N/A	Executive Headteacher	No	No	No	N/A
Mr Timothy Blades Community Governor Appointed by the Management Committee	26.10.2022 – 25.10.2024 26.10.2024 – 25.10.2026	Chair	No	Chair of Governors – High Tunstall College of Science Trustee & Chair of the Trust Board – Tees Valley Collaborative Trust	No	N/A
Mrs Anne Johnson Community Governor Appointed by the Management Committee	14.05.2024 – 13.05.2026	N/A	Deputy CEO Hartlepool Aspire Trust	No	No	N/A
Miss Lorraine Kennedy Community Governor Appointed by the Management Committee	09.07.2024 – 08.07.2026	Vice Chair	Owner of an unregistered alternative provision which is based in Seaham County Durham.	No	No	N/A
Ms Julie Reed Local Authority Governor Appointed by the Local Authority	13.01.2022 – 12.01.2026	N/A	Nil Return	Nil Return	Nil Return	05.11.2024
Mr Daniel Brown Staff Governor Appointed by Staff	16.01.2024 – 15.01.2028	N/A	No	No	No	N/A
Mrs Karli Coates Parent Governor Appointed by Parents	28.04.2023 – 27.04.2027	N/A	No	No	No	N/A

<p>Mr Mark Tilling Community Governor Appointed by the Management Committee</p>	<p>22.10.2024 – 21.10.2026</p>	<p>N/A</p>	<p>Trustee - Preston Simpson Sterndale Musical Trust Hartlepool Chair of Trustees - Hartlepool United Community Sports Foundation</p>	<p>Trustee - TVCT Governor - Acklam Grange School Headteacher at High Tunstall College of Science Trustee - AdAstra Multi Academy Trust Chair of Governors (Co-opted Governor) - Federation of Golden Flatts and Lynnfield Primary Schools</p>	<p>No</p>	<p>N/A</p>
<p>Mrs Susan Harris Community Governor Appointed by the Management Committee</p>	<p>07.11.2024 – 06.11.2026</p>	<p>N/A</p>	<p>No</p>	<p>No</p>	<p>No</p>	<p>N/A</p>

REGISTER OF GOVERNOR INTEREST GUIDANCE

Governors must declare any relevant business interests as well as the details of any other educational establishments they govern. The register must also set out any relationships between governors and members of the schools staff including spouses, partners and relatives. It is important to address any perception of a conflict of interests by making clear where such potential personal or pecuniary interests might apply; this might be a conflict between personal interests and the interests of the school or the Council when dealing with outside organisations or individuals.

- Note 1. Pecuniary interest includes current employment, businesses (of which partner/proprietor), company directorship, charity trusteeship and other conflict.
- Note 2. Personal Interests can also include business involvement/company directorship or trusteeships or family or close connections to the governor (for example a company the school might have contracts with).

Examples (potential conflicts):

- A governor whose spouse/partner is employed by the school – *Should not take part in discussion regarding the school's pay policy or any staffing matter that might impact on their partner. Both direct and indirect decisions might impact on the salary range of senior staff e.g. increasing pupil numbers.*
- A governor involved with any committee group, business or after school club who hire part of the school – *Should not be party to discussion involving the use of the school or their charging policy.*
- A governor who is a supplier of goods or services to the school – *Should not take part in decisions regarding the letting of contracts for that type of goods or services where a sub-contract relationship might exist.*

The register of governor interests must also include details of attendance record at the governing body meetings and committees over the year and reviewed and updated on an annual basis indicating also when a governor steps down.

Associate governors must be included on the register and it should be clear when they have voting rights.

The school is required to maintain a similar register of staff interests that should also be reviewed annually – as specified in the NCC code of conduct. Staff had previously been included with the governor's declarations but in light of the governing body register of interests being required to be published on the school web site, a separate register should be drawn up. Staff governors will need to be included on both registers.

The Horizon School - Committee Meeting Attendance

Management Committee
 17/09/2024
 Management Committee
 05/11/2024
 Pay Review Committee
 22/10/2024

Mr Timothy Blades Community Governor (26/10/24 - 25/10/26)	A	A	A
Mrs Anne Johnson (Horizon) Community Governor (14/05/24 - 13/05/26)	A	AA	A
Miss Lorraine Kennedy Community Governor (09/07/24 - 08/07/26)	A	A	A
Mr Mark Tilling Community Governor (22/10/24 - 21/10/26)		A	
Mrs Emma Rutherford Executive Headteacher (24/07/23 -)	A	A	A
Mrs Karli Coates Parent Governor (28/04/23 - 27/04/27)	AA	A	
Mr Daniel Brown Staff Governor (16/01/24 - 15/01/28)	A	A	
Ms Julie Reed Local Authority (04/05/23 - 05/11/24)	AA	AA	

Attended A
 Apology Accepted AA
 Not Invited



HORIZON SCHOOL MANAGEMENT COMMITTEE **TERMS OF REFERENCE 2024 / 2025**

1. Definition

The definition of alternative provision is as follows: education arranged by local authorities for students who, because of exclusion, illness or other reasons, would not otherwise receive suitable education; education arranged by schools for students on a fixed period exclusion; and students being directed by schools to off-site provision to improve their behaviour.

Local authorities are responsible for arranging suitable education for permanently excluded students, and for other students who – because of illness or other reasons – would not receive suitable education without such arrangements being made.

Any school that is established and maintained by a local authority to enable it to discharge the above duty is known as a pupil referral unit. There is no requirement on local authorities to have or to establish a pupil referral unit, and they may discharge their duties by other means.

2. Main legislation covering the duties and powers relating to Alternative Provision

- Section 19 of the Education Act 1996, as amended by section 3A of the Children, Schools and Families Act 2010
- Section 29A of the Education Act 2002
- Sections 6A and 100 of the Education and Inspections Act 2006
- Sections 1C and 4 of the Academies Act 2010 (as amended)
- The Education (Pupil Referral Units) (Application of Enactments) (England) 4 Regulations 2007
- The Education (Pupil Referral Units) (Management Committees etc.) (England) Regulations 2007
- The Education (Educational Provision for Improving Behaviour) Regulations 2010
- The Education (Short Stay Schools) (Closure) (England) Regulations 2010
- The Pupil Referral Units (Miscellaneous Amendments) (England) Regulations 2012;
- The Schools Forums (England) Regulations 2012

3. Scope of the Management Committee of Horizon School

The Management Committee has a strategic role in setting out and monitoring the aims and objectives of Horizon School to ensure students are safe, have their needs met and receive a good standard of education.



The Management Committee will discharge its responsibilities as set out in the Governance Handbook. The core strategic functions of the Management Committee are:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its students, and the performance management of staff; and
- Overseeing the financial performance of the school and making sure its money is well spent.

At Horizon School all governance business is managed through full Management Committee meetings.

Common elements that alternative provision should aim to achieve include,

- Achieving good academic attainment for students, particularly in English, maths and science with appropriate accreditation and qualifications where appropriate.
- Ensuring the specific personal, social and academic needs of students are properly identified and met in order to help them overcome barriers to attainment.
- Improving student motivation and self-confidence, attendance, and engagement with education.
- Defining clear objectives, including next steps following a placement such as reintegration into mainstream or specialist education, further education, training, or employment.
- Developing good arrangements for working with other relevant services and providers.

Other duties of the Management Committee include, but are not limited to,

- Working with school leaders and staff to develop the vision, short and long-term priorities.
- Acting as a 'critical friend' in support of the school
- agreeing the staffing structure and appointment of staff
- agreeing and managing the school budget.
- Oversight of safeguarding, pastoral care and welfare arrangements for students and staff.
- monitoring and reviewing policies and documents.
- supporting the school to raise standards.
- setting targets for and monitoring progress of pupil achievement
- ensuring the curriculum is appropriate for identified needs, balanced and broadly based.
- regulating staff conduct and discipline.
- reporting on students' achievement.
- engaging with stakeholders.
- Self-evaluation of management Committee practices.

[see further duties in this Terms of Reference outlined in section 10 below]

Day-to-day operational management of Horizon School is the responsibility of the Executive Headteacher, supported by the Head of Service for Horizon School.



4. Composition

Management Committees must contain at least seven, but not more than 20 governors. The Management Committee of Horizon School has agreed its constitution and the full composition of the Management Committee is detailed in the Instrument of Government.

The governorship (totalling 11) of the Management Committee is as follows:

- **Staff to represent the school itself** (ex-officio / elected)
 - HT
 - PRU staff x 1
- **Parents** (election or appointed) x 1
- **LA reps** (nominated by the Local Authority) X 2
- **Community** (appointed by the Management Committee) X 6
- **Associate Governors** (appointed by the Management Committee) A term of office of 12 months with no voting rights – appointed to complete a specific piece of work or to increase the skills / knowledge of the Management Committee in a particular area.

4.1 Chair and Vice Chair of Management Committee

Any non-Staff Governor may be elected to serve as Chair of the Management Committee. The Management Committee of Horizon School shall elect a Chair and Vice-Chair annually in the last full Management Committee meeting.

If the Chair or Vice-Chair ceases to be a governor of the Management Committee, they shall cease to be the Chair or Vice-Chair. The Chair or Vice-Chair of the Management Committee may resign at any time but should make every effort to ensure that a plan for succession is in place and being adhered to for consistency and continuity purposes.

The Chair of Management Committee shall take responsibility for

- devising agendas in consultation with the Headteacher and Governance professional to Governors
- managing the business of the meetings
- meeting regularly with the Executive Headteacher
- ensuring the Management Committee adheres to its agenda and Terms of Reference
- ensuring any Management Committee working groups are correctly established.

During their time in post as Vice-Chair, s/he should work closely with the Chair of Management Committee to provide support and continuity in meeting Management Committee duties and functions.

If the Chair of Management Committee is unable to attend a meeting of the Management Committee of Horizon School, the Vice-Chair shall act as Chair for that meeting. If the Chair is unable to carry out the duties for a period of time, the Vice-Chair shall be responsible for carrying out those duties.

[The Chair can be removed from office by the governors following the procedures set out in The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013: regulation 9, legislation.gov.uk.]



4.2 Elections for Chair and Vice-Chair

Nominations for Chair and Vice-Chair shall be sought by the governance professional at the first Management Committee meeting of academic year. The governance professional shall invite governors to nominate or self-nominate and this will be an open vote if there is only one candidate.

The governance professional to the Management Committee shall act as Chair during the process of election of the Chair.

If more than one nomination for Chair of Management Committee is received, the governance professional to the Management Committee shall arrange a secret ballot at the meeting. Those governors that have been nominated or self-nominated shall not participate in the secret ballot.

If no nominations are received for the Chair of Management Committee, the Vice-Chair (if one has been elected) shall Chair that meeting. If neither Chair nor Vice-Chair is elected, the Management Committee of Horizon School shall arrange for one of its non-staff governors to Chair the meeting and the election shall be adjourned to the subsequent Management Committee meeting. If no governor is willing to Chair the meeting, it shall be cancelled in accordance with school governance regulations.

If more than two nominations for the position of Vice-Chair are received, the same principles as those for election of Chair shall apply. If no nominations are received for Vice-Chair, the election may be deferred to the next meeting.

4.3 Election and appointment of new governors

The Management Committee of Horizon School has responsibility for ensuring that vacancies are filled as quickly as possible and that a broad range of skills are available from the governors that serve on it.

- **Parent and Staff Governors**

Hartlepool Borough Council has delegated its responsibility as Returning Officer for Parent and Staff Governor elections to the Executive Headteacher. The elections shall be conducted in accordance with the guidance and good practice issued by Hartlepool Borough Council.

- **Co-opted Governors**

The Management Committee of Horizon School shall appoint its Co-opted Governors. In doing so it shall take into consideration the skills that the Management Committee requires. Co-opted Governors shall be appointed from the local and wider community.

- **Local Authority Governors (LA)**

Local Authority governors are nominated by Hartlepool Borough Council. When Local Authority governors leave the Management Committee, the Management Committee shall consider how the vacancy can be filled, taking into consideration the collective skills of the Management Committee. Any potential candidate will need to complete the Authority Governor application and this application, along with references will be considered by the Local Authority lead. Once the application has been approved, the Governance professional to the Management Committee will be informed and the



Management Committee will consider the application for approval at the next full Management Committee meeting.

- **Associate Governors**

The Management Committee reserves the right to appoint Associate Governors for a period of one to four years subject to voting limitations outlined in current regulations.

4.4 Induction

The Management Committee shall ensure all new governors are issued with a Horizon School Management Committee induction pack. This pack shall be updated and managed by the Governance professional to the Management Committee. All new governors shall attend an induction meeting for new governors. All governors are expected to sign and adhere to the Management Committee Code of Conduct.

4.5 Link Governors

The Link Governor roles will be reviewed annually in accordance with the schools aims and strategy. Governors should be annually elected for the following roles:

- Safeguarding
- SEND
- Pupil Premium
- CEIAG

4.6 Suspension and Disqualification of Governors

The Management Committee may agree to suspend a governor for a period of up to six months under prescribed reasons in accordance with *The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013: regulation 17, legislation.gov.uk*.

Governors may be disqualified in exceptional circumstances where the actions or behaviour of the governor warrants removal rather than suspension. Local Authority / Partnership governors can be removed by the appointing body. The Management Committee can remove Co-Opted, Parent or Staff Governors in accordance with statutory guidance *Constitution of Governing Bodies of maintained schools*.

5. Management Committee Meetings

The Management Committee of Horizon School will hold full Management Committee meetings during term time throughout the academic year. The Governance professional to the Management Committee shall produce an annual planner to determine meeting dates and this shall be discussed at the last meeting of each academic year in preparation for the new academic year.

Full Management Committee meetings shall start at a time that is acceptable to all governors of the Management Committee and agreed at the last full Management Committee meeting of the academic year. The currently agreed start time is 1600 hours.

The quorum for Management Committee meetings is 50% (rounded up) of the governors in post. Meetings which are not quorate shall not go ahead. Meetings that become inquorate partway through may go ahead but no decisions can be made.



All meetings shall be convened by the governance professional to the Management Committee. This is subject to direction from the Chair in the event of the need for an urgent meeting.

Any three governors of the Management Committee may request a meeting by submitting a written request to the governance professional to the Management Committee outlining the purpose of the meeting. The governance professional to the Management Committee shall take direction from the Chair of Management Committee.

Notice of the meeting together with the agenda and supporting papers shall be received by each governor of the Management Committee no later than seven days prior to the meeting. In an effort to reduce costs in relation to materials and printing, the Management Committee of Horizon School shall, wherever possible, use e-communication to distribute such papers. Where a Governor does not have access to e-mail, a hard copy shall be posted to the Governor's home address by the school office. Notice, agenda and supporting papers shall be sent to the Executive Headteacher and any Associate Governors.

5.1 The Management Committee of Horizon School will only convene the following committees.

- Pay Review Committee (Including Headteacher's Performance Objectives) (*Quorum 3*)
- Pay Appeals Committee (*Quorum 3*) - To be appointed when required.
- Staff Dismissal Committees (*Quorum 3*) - To be appointed when required.
- Initial/Nominating Committee (*Quorum 2*) - To be appointed when required.
- Hearing Committee (*Quorum 3*) - To be appointed when required.
- Appeals Committee (*Quorum 3*) - To be appointed when required.

A focus will instead be assigned to each of the full Management Committee meetings, as part of the annual planner, to ensure that all required matters over the year are addressed. The full Management Committee shall review its structure and agenda annually at the first meeting of the academic year. In reviewing the structure and agenda it shall ensure that the focus of the meetings is appropriate and meet the needs of the Management Committee.

5.2 Agenda

The agenda for the full Management Committee meeting shall be prepared by the Governance professional in consultation with the Chair of Management Committee and Executive Headteacher.

Any governor of the Management Committee may request an item to be included on the agenda by writing to the governance professional. The governance professional shall take direction from the Chair of Management Committee.

To ensure the required matters over the year are addressed, to help understand the performance data for Horizon School, and to hold school leaders to account, the agenda will adopt the 7 themes of data as outlined in the guidance, *Understanding your data: a guide for school governors and academy trustees (Oct 2022)* .



5.3 Any Other Urgent Business

Where urgent items need to be raised which are not covered elsewhere on the agenda a governor may raise the item under 'Any Other Business'. The Management Committee shall determine whether the item is urgent. If it is not considered urgent to governors, the Governance professional shall ensure that it is included on the agenda of the subsequent meeting.

5.4 Attendance at meetings

The governance professional will maintain an attendance register for all full Management Committee meetings.

In the event that a governor is unable to attend a meeting(s) they must contact the governance professional directly to offer apologies. If the governor is not able to contact the Governance professional, then they should contact the Chair or, as a last resort, the school office.

Where a governor has offered apologies for absence the Management Committee will decide whether the apology should be accepted, and this shall be shown in the minutes of the meeting. Acceptance or non-acceptance of apologies will be a standing agenda item at each meeting.

If a governor fails to attend meetings for a continuous period of six months and has failed to submit apologies, or the Management Committee has not accepted those apologies, the governor may be disqualified in accordance with regulations. This decision shall be made by the full Management Committee meeting and recorded in the minutes.

In the event that the Executive Headteacher is unable to attend a meeting the Head of Service may attend on the Executive Headteacher's behalf.

Statutory guidance from the Department for Education (DfE) says that Management Committees should publish up-to-date details of their governance arrangements on their websites. This includes a record of governors' attendance at Management Committee and committee meetings over the last academic year.

5.5 Meeting Minutes

The governance professional to the Management Committee shall take minutes of all full Management Committee meetings. If the governance professional is unable to attend a meeting, the Management Committee should arrange for one of its governors to minute on that occasion. The Executive Headteacher is exempt. The Chair of Governors shall not be the person to take the minutes.

Where an item is confidential it shall form a separate minute. Minutes (except confidential items) shall be available for public inspection.

The draft minutes shall be produced within a reasonable timeframe of the meeting and sent to the Chair and the Executive Headteacher for approval. When the draft minutes have been approved by the Chair and Executive Headteacher the minutes may be circulated to every governor of the Management Committee as a supporting document to the agenda for the next full Management Committee meeting.



The Management Committee shall approve the minutes as an accurate record of that meeting at the next full Management Committee meeting and these shall be signed by the Chair of Management Committee. Once the minutes have been approved by the Management Committee, and have been signed by the Chair, the governance professional will ensure the signed copies are filed in the relevant file.

5.6 Correspondence

The Chair of Management Committee may write and sign letters on behalf of the Management Committee.

If the Chair has taken Chair's action for an urgent item of correspondence the Chair shall report to the events at the next full Management Committee meeting.

The Chair shall produce a list of correspondence (incoming and outgoing) and distribute to governors at each Management Committee meeting.

5.7 Debates

The Chair will ensure that all governors enjoy equality of opportunity to express their views. The Chair will regulate all debates.

5.8 Decision Making

All decisions must be made by the Management Committee of Horizon School unless the Management Committee has delegated the function.

Only Governors present at the meeting can vote.

A simple majority decides the outcome of any vote and in the event of a tie the Chair shall have the casting vote. [This does not apply when it relates to a selection panel vote for recommendation of the appointment of Headteacher or Deputy Headteacher].

Decisions of the Management Committee are binding upon all governors.

6 Business and Pecuniary Interests

A Register of Pecuniary Interests will be held by the governance professional and school's Business Manager. Each governor shall be required to sign a Pecuniary Interest Form annually. All new governors shall be required to sign a Pecuniary Interest Form. Details of governors' pecuniary interests will be published on the school's website, in accordance with regulations.

Business Interests will be a standing agenda item and governors are required to declare any business or personal interest in any agenda item.

Any person entitled to attend a full Management Committee meeting (including Associate Governors and the Head of Service where he / she is not a governor) must withdraw and not vote where there could be a conflict of interest [the definition for a conflict of interest is where a governor has an interest that is greater than the generality of the Management Committee].



7 Delegation of Functions

No individual governor may take any action unless that action has been formally delegated to the individual governor by the Management Committee.

Delegation of functions shall be reviewed annually by the Management Committee.

The only formal committees will be those outlined in section 5.1 above.

The Management Committee shall act in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 when agreeing delegation.

8 Public Statements

No Governor will make any public statement about any matter concerning the Horizon School without the authority of the Management Committee.

9 Amendments to Terms of Reference

The Management Committee may not add to, amend, or revoke any Standing Order or Annex in force for the time being except at an ordinary meeting.

Details of proposed amendments to Terms of Reference and Annexes must be issued to all governors of the Management Committee with the agenda paper for the meeting at which they are to be considered for adoption.

10 Duties under this TERMS OF REFERENCE [full]

Duties

The Management Committee will undertake the following duties unless delegated, in line with statutory guidance. Any delegated duties will be recorded in minutes of the meetings accordingly.

- To discharge the statutory requirements of a Management Committee, including publishing of information and approval of statutory policies and documents.
- To ensure the school has strategic plans in place to deliver effective teaching and learning within the school budget and that the school staffing complement supports the aims and ethos and is affordable.
- To appoint Link Governors and to receive regular reports from these governors.
- To form and appoint to Executive Headteacher Performance Review Panel, Pay and other sub-Committees as required.
- To undertake monitoring visits to the school to evaluate the performance of the school.
- To undertake any necessary training (in or out of school) that is necessary to enable effective monitoring of standards and meet statutory responsibilities.
- To undertake self-review evaluation to gauge ongoing effectiveness and identify skills or areas for continuous improvement.



Quality of Education

- To meet with the lead staff within the school to gain an understanding of the scope of how well the curriculum is planned and sequential towards securing good knowledge and skills for the next stage of education.
- To discuss the performance data for the school
- To monitor pupil achievement and progress, including a focus on students reading widely and fluently, and proficiency in maths and science.
- To review the progress and attainment of Pupil Premium students and other vulnerable groups.
- To receive regular updates from the Executive Headteacher of the quality of teaching and learning and the effective use of assessment.
- To ensure effective provision for students with Special Educational Needs and Disabilities (SEND).

Behaviour and Attitudes

- To work with leaders to set high expectations of behaviour and conduct to effect positive attitudes to learning.
- To monitor pupil numbers, attendance, transitions and punctuality.
- To model and promote positive relationships amongst all stakeholders.

Personal Development

- To ensure that regard is paid to student's spiritual, moral, social, emotional and cultural development and fundamental British values are promoted within the school.
- To ensure regard is paid to preparing students for their next stages in life through effective careers education, information, advice and guidance.
- To ensure that there is a programme of curricular activities which develop the interests and talents of students.
- To ensure that regard is paid to developing character education, helping students keep physically and mentally healthy.
- To ensure that all students complete their planned programme of study.

Leadership & Management

- To set the strategic direction for the school and articulate this through a clear and ambitious vision, underpinned by strong shared values, policies and practice.
- To ensure all current safeguarding and child protection legislation and associated procedures are followed and discussed at every meeting.
- To ensure that there is a focus on developing staff subject knowledge and pedagogy and a realistic management of workload.
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
- To assist the Executive Headteacher to discharge their responsibilities under the Health & Safety at Work Act 1974 under the guidance of the Local Authority.
- To monitor the effectiveness of the school's health & safety arrangements and make periodic inspections of the buildings and equipment as appropriate.
- To have strategic oversight of risks and risk management, ensuring controls are in place to effectively manage risk and any actions taken to mitigate them.



- To approve a 3-year budget plan taking into account the agreed priorities of the School Development Plan.
- To consider a budget position statement including virement decisions at least 3 times per year.
- To ensure that the school operates within the Financial Regulations of Hartlepool Borough Council and robust systems and processes are in place to manage finances securely and effectively.
- To allocate sufficient funds in the annual budget to provide for pay increments as recommended under Appraisal and Performance Management arrangements.
- To draft and keep under review the staffing structure in consultation with the Executive Headteacher
- To oversee the appointment procedure for all staff
- To oversee the process leading to staff reductions
- To ensure that the requirements of the Schools Financial Value Standards (SFVS) are being maintained or worked towards
- To ensure a register of pecuniary and business interests for governors and staff is kept and is open to inspection and published on the school's website, in accordance with regulations.
- To promote parental and community engagement with the Horizon School.
- To ensure that all statutory duties are fulfilled, for example the Equality Act 2010, Prevent duty, Data protection / security, Safeguarding and wellbeing / welfare of learners.

11. Committees

11.1 Pay Review Committee

- to apply fairly criteria related to discretionary areas of pay (additional payments) as identified within the Pay Policy;
- to consider/receive the recommendations of the Executive Headteacher or delegated representative in relation to the pay of the school workforce, including the annual review of all staff,
- to consider initial representations made by staff where there is a dispute regarding pay;
- ensure that statutory and contractual requirements are applied to all staff groups to;
- to ensure that adequate records of decisions are kept;
- to attend training where appropriate.

Performance Management

- The Chair will meet with the Executive Headteacher, at least twice per annum, regarding the school priorities in line with the Service Level Agreement (SLA);
- to decide whether the school priorities have been met annually;
- The Chair will monitor, throughout the year, the performance of the Executive Headteacher against the SLA;
- The Chair will raise any concerns and make recommendations to the Management Committee in respect of the SLA.



11.2 Other Committees (As Requested)

Pay Appeals Committee

- to consider any appeal from a member of staff arising from the Pay Review Procedures.

Initial Committee

- 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 Nominating Committee.

Nominating Committee

- to apply the criteria set by the Initial Committee to nominate a member of staff for possible redundancy in consultation with the Local Authority.

Hearing Committee

- to consider representations made on behalf of staff whom the Management Committee proposes to dismiss and to determine whether that member of staff is dismissed under Redundancy Procedures, or where required, hear cases under Capability, Grievance or Disciplinary Procedures.

Appeals Committee

- to hear an appeal from a member of staff against the decision by the Management Committee to dismiss him/her and to determine in light of the appeal, whether he/she should be dismissed.
- to hear appeals under Capability, Grievance or Disciplinary Procedures.

Pupil Discipline Committee

- to hold hearings to consider pupils excluded from school with a view to readmission or permanent exclusion.

Complaints Committee

- to receive and consider parental complaints in line with the Management Committee's policy.