

SOUTH HYLTON PRIMARY SCHOOL

COMMITTEE/INFORMATION SHEET

Chair: MR A HALL

Term of office 1 year 19/10/2015 at meeting

Headteacher: MRS J CORT

Vice-chairman: MRS K BLYTH

Term of office 1 year 19/10/2015 at meeting

LINK GOVERNORS

Literacy: Mrs A Sawyers

SEN: Mrs M Veitch

Child Protection: Miss J A Brown

Numeracy: Mr D Pringle

Governors' Association: Miss A Watson

FMSis : Mr A Hall

Safer Recruitment: Mr E Lee

EYFS: Mrs A Sawyers

Looked after Children: Mrs J Brown

Gifted & Talented: Mrs M Veitch

TRAVEL & SUBSISTENCE ALLOWANCE (as agreed autumn term 2003)

Governors agreed to adopt a policy not to pay expenses

PERSONNEL COMMITTEE (Quorum = 3)

Mr A Hall (Chair), Mr Lee, Mr Stewart

PERSONNEL APPEALS COMMITTEE (Quorum = 3) - must be at least the same number as personnel committee meeting where matter was previously considered.

Mrs A Sawyers, Mr D Pringle, Ms T Howat

PERFORMANCE MANAGEMENT GOVERNORS (Responsible for Annual Appraisal of Headteacher)

Mr A Hall, Mrs K Blyth

FINANCE - (Quorum = 3)

Cllr T Wright, Mr A Hall, Mrs J Cort (Headteacher), Mr D Mollison, Mr D Pringle

COMPLAINTS (general and against national curriculum) - (Quorum = 3)

Mr A Hall, Mr E Lee, Mrs K Blyth

PUPIL DISCIPLINE – (Quorum = 3)

Mrs Kay Blyth, Mr A Hall, Mrs A Sawyers

NON ATTENDANCE – Quorum 3

Mr A Hall, Mr D Pringle

PREMISES/RISK ASSESSMENT/HEALTH & SAFETY

Mr D Mollison, Miss J A Brown, Miss A Watson, Deanne McLoughlin
(Business Manager – observer)

DATA REVIEW COMMITTEE – Quorum 3

All Governors

The Governing Body subscribed to the Governor Training Programme

Governors adopted the terms of reference as attached

SOUTH HYLTON PRIMARY SCHOOL

TERMS OF REFERENCE – FINANCIAL MANAGEMENT

Part 1 - summary

Full Governing Body

should decide priorities according to the agreed school plan

should approve all purchases of goods or services above the value as set out in part 2

should approve all virements above the value as set out in part 2

should retain an oversight of the school's budget position by either receiving appropriate financial reports or by approving the minutes of finance committee meetings where such matters have been discussed.

Finance Committee

Must approve the first formal budget plan of the financial year

Should regularly monitor the progress of the budget using financial information supplied by the Head Teacher, supplemented by Authority financial reports.

Should agree with the Headteacher, the type and depth of information to be provided to allow adequate budget monitoring.

should approve all purchases of goods or services above the value as set out in part 2

should approve all virements above the value as set out in part 2.

The Finance Committee will also wish to have some input into the preparation of the draft budget and will make recommendations to the full Governing Body regarding the initial school budget each year.

NOTE – As this is a committee with delegated powers, a Clerk to the Committee should be appointed and minutes must be considered by the full governing body at a subsequent meeting.

Headteacher

The Headteacher has delegated responsibility to incur expenditure on goods or services as set out in part 2.

The Headteacher can vire monies between budget codes up the value as set out in part 2

Part 2 – Financial Responsibilities chart

Task	Responsibility of			
	Full Governing Body	Finance Committee	Head teacher	Admin. staff
Budget management				
Draft initial school budget and standards fund			✓ + Ass Heads	
Approve first budget plan		✓		
Monitor staffing budget		✓		
Monitor other budgets		✓		
Report on budget to governors (on a termly basis)			✓	
Report on deficit balances to LA via licensed deficit application			✓	
Report on surplus balances to the LA above the threshold, via a licensed surplus application				
Authorise virements up to a limit of £5,000			✓	
Authorise virements up to a limit of £10,000		✓		
Authorise virements in excess of £10,000	✓			
Review financial management arrangements and delegation of powers at least annually	✓			
Exercise powers of the Headteacher where the Headteacher is absent			A Watson (Ass Head)	
Provide update to Finance Committee on income from external funding streams			✓	
Responsibility for the Financial Management Standards			✓ + FMSIS Link Gov	
Risk Management				
Formally review risks on a regular basis	✓			
Prepare risk management action plan			✓	
Consider risk management plans from time to time	✓			
Provide update to governors on progress of risk management action plan			✓	
Monitor progress of actions in risk management action plan	✓			
Approve and Monitor external educational visits	Vice Chair			
Purchasing goods or services				
Generate orders				✓
Authorise orders up to a limit of £5,000			✓	
Authorise orders up to a limit of £10,000		✓		
Authorise orders exceeding £10,000	✓			
Obtain quotations for expenditure			✓	✓
Arrange Tenders			✓	
Open Tenders		✓		
Take initial delivery of goods				✓
Check goods against orders				✓
Process invoices for payment				✓
Income				
Collection of income				✓
Banking of income				✓
Verification of bankings			✓	✓
Payroll & Personnel				
Approve appointments (in writing) using appropriate documentation			✓	
Verification of availability of finance for supply cover			✓	
Approve supply cover (in writing)			✓	
Notify Education Personnel of starters, leavers, changes			✓	
Employment Issues General				
Consider any disclosures regarding the Code of Conduct for School Based Staff			✓	
Bank Account				
Sign cheques			✓ + AH	
Retain cheque book safely			✓ + AH	
Reconcile funds and submit regular reimbursement claims			✓ + AH	
School Fund				
Appoint Treasurer		✓		
Arrange annual audit			✓ + AH	
Report audit findings to governors			✓ + AH	
Sign cheques			✓ + AH	
Security of Assets				
Maintain inventory			✓	
Carry out checks against inventory at least annually			✓	

Miscellaneous				
Maintain up to date data protection notification			✓	
Maintain software inventory showing licence details			✓	
Ensure that all governors complete Pecuniary Interests forms on an annual basis				✓

SOUTH HYLTON PRIMARY SCHOOL

TERMS OF REFERENCE – EMPLOYMENT ISSUES

Part 1 - Summary

The Whole Governing Body:-

Should consider, and agree, a staffing structure (both teaching and non-teaching staff) put together by the Headteacher and management team.

The full governing body will take policy decisions relating to

- staffing complement and structure
- strategy to be followed in respect of a whole school pay policy
- the redundancy, grievance, disciplinary and capability procedures to be followed

The full Governing Body will determine the delegation of powers (where permissible) and the membership of the committees/selection panels with delegated powers.

The full Governing Body must accept the resignation of Headteacher and Deputy Headteacher and take the decision to proceed with such appointments. Ratification of the appointment of Headteacher and Deputy Headteacher is the responsibility of the full Governing Body.

The full Governing Body will perform duties as set out in part 2.

The Selection Panel

After the full Governing Body have considered the appointment of a Headteacher or Deputy Headteacher the Selection Panel will shortlist and interview for posts of Headteacher and Deputy Headteacher. Where determined by the full Governing Body the Selection Panel will consider advertisement, job description, person specification and timetable for such appointments. The Selection Panel will recommend a candidate for appointment to the full Governing Body.

The Personnel Committee

The Personnel committee shall be responsible for considering cases of staff discipline, dismissal, capability and grievance as set out in part 2.

The Personnel Committee will consider salary issues (including regrading) as set out in part 2.

Where determined by the full Governing Body the Personnel Committee will be responsible for the appointment of staff (see part 2)

Performance Management

There will be two or three appointed governors who are responsible for setting and reviewing performance management objectives for the Headteacher. These governors will then make a recommendation to the Personnel Committee regarding the annual pay award. The Headteacher will be responsible for all other performance management reviews in the school and will make a recommendation to the Personnel Committee regarding salary progression.

The Governing Body will also appoint a Review Officer responsible for hearing any complaints about the performance management process. This will be the Chair of Governors unless the Chair has been involved in the Headteacher's performance management review at an earlier stage. In these cases the Governing Body shall appoint one or more Review Officers.

Appeals Committee

The appeals committee will consider appeals against the decision of the initial personnel committee as set out in part 2

It is important to note that members of this committee must not have had any involvement in any matter connected to the original case e.g. at personnel committee level.

The Appeals Committee must consist of at least the same number of governors as the committee which originally considered the case.

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Headteacher

The Headteacher shall perform duties as set out in part 2 where delegated to do by the full Governing Body.

The Headteacher shall have no involvement in consideration of his/her own salary or the appointment of his/her successor

Other than the Headteacher, governors who are employed at the school shall have no involvement in the consideration of any aspect of pay or appraisal of any school employee.

Part 2 – Personnel Responsibilities chart

Task	Responsibility of				
	Full Governing Body	Personnel Committee	Appeals Committee	Head teacher	Selection Panel
Appointment of Headteacher and Deputy Headteacher					
Accept the resignation of Headteacher/Deputy Headteacher	✓				
Set Headteacher/Deputy Headteacher salary					✓
Determine advertisement/job spec./person spec./timetable for interview					✓
Select governors to serve on appointments panel	✓				
Shortlist and interview for Headteacher and Deputy Headteacher					✓
Ratify Appointments of Headteacher and Deputy Headteacher	✓				
Appointment of Teaching and Non-Teaching Staff					
Accept resignations of teaching and non-teaching staff (other than Headteacher or Deputy Headteacher)				✓	
Determine all matters relating to the appointment of Assistant Headteachers		✓		✓	
Determine all matters relating to the appointment of teaching staff		✓		✓	
Determine all matters relating to the appointment of non-teaching staff		✓		✓	
Staff Disciplinary/Dismissal/Grievance/Capability					
Adopt discipline, Grievance and Capability procedures	✓				
Issue verbal warnings to staff				✓	
Issue first written warnings to staff				✓	
Issue final written warnings to staff				✓	
Suspend teaching and non-teaching staff				✓ (with Chair)	
Suspend the Headteacher	Chair				
Consider cases of staff discipline/capability referred by the Headteacher		✓			
Consider cases of discipline or capability against the Headteacher		✓			
Consider grievances against staff initially investigated by the Headteacher		✓			
Consider appeals against the initial committee's decision			✓		
Consider termination of contract on grounds of medical capability		✓			
Salary issues					
Adopt pay policy	✓				
Hear recommendation from performance management governors re. salary of Headteacher		✓			
Make recommendations to the Initial committee re. Deputy Headteacher and other teaching staff				✓	
Take decisions on teaching staff salaries each autumn term		✓			
Consideration of Honoraria payments		✓			
Consider applications for non-teaching staff regrading		✓			
Consider appeals against the initial committee's decision			✓		
Redundancy issues					
Adopt redundancy policy/procedure	✓			✓	
Determine the number and category of staff to be reduced	✓				
Determine the criteria to be used in making a selection	✓				
Initial consultation with trade unions				✓	
Consider applications for voluntary redundancy		✓			
Select staff for redundancy according to agreed criteria		✓			
Consider representations from staff selected for redundancy		✓			
Hear appeals from staff affected by decision to reduce staff			✓		
General					
Consider requests for flexible working		✓			
Consider requests for career break		✓			

Determine membership of Initial and Appeals Committees	✓				
Review delegation of powers at least annually	✓				
Code of Conduct declarations/disclosures				✓	
Approval and monitoring of External (Educational Visits)				✓	

TERMS OF REFERENCE – PREMISES COMMITTEE

For this model to operate successfully, it is necessary for the governing body to have been involved in the preparation of the school development plan where short, medium and long term plans should be identified.

Inspection of Premises

Governing bodies are legally obliged to make regular inspections (at least annually) of school premises and report back to the Authority. It is recommended that this inspection is delegated to a committee. The areas to be considered would be:

- risk assessment
- health and safety
- need for internal and external improvements and repair

NOTE - As this is a committee with delegated powers, a Clerk to the Committee should be appointed and minutes of the findings at these inspections must be considered by the full governing body at a subsequent meeting.

Lettings Policy/Community Education Policy

The setting of policies is the responsibility of the full governing body. However, this could be upon the recommendation of a committee (e.g. the premises committee). The Headteacher would be responsible for the day-to-day management of such a policy.

Allocation of budget share for premises-related expenditure

The governing body would make the final decision but the committee could make recommendations in the light of their regular building inspection.

Inventories

Under LMS it is necessary to have an inventory of all equipment, furniture, plant, vehicles etc. and it is the responsibility of governors to ensure that this is carried out annually. It would be the Authority's recommendation that this is delegated to the Headteacher/management team of the school.

Contracting work to be carried out

Decisions relating to contracting work are covered in the Financial Management terms of reference. However, input from the Premises Committee may be considered useful where the contract is building related.