



NORMAN STREET PRIMARY SCHOOL

COMMITTEE INFORMATION SHEET

Chair: Rev K Teasdale

Appointed : 28th September 2020
(Term of office 1 year, at meeting)

Headteacher: Mrs C Murray

Vice-chair: Mrs A Yeilder

Appointed : 28th September 2020
(Term of office 1 year, at meeting)

LINK GOVERNORS

SEND: *Daniella Mason*

Numeracy:

Literacy and visits : *Rev Keith Teasdale*

Health and Safety :

Safeguarding : *Dorrena Canavan*

Pupil Premium :

Early Years: *Joanne Routledge*

CONSTITUTION OF GOVERNING BODY

LEA - 1 PARENT - 2 STAFF - 2 (including Headteacher) CO-OPTED - 5 (All terms of office 4 years)

TRAVEL & SUBSISTENCE ALLOWANCE

Governors agreed to adopt a policy to pay travel & subsistence to staff and governors.

STAFFING COMMITTEE (Quorum = 3)

Mrs J. Routledge (Chair), Rev. K. Teasdale, Mrs C. Murray, Mrs Barbara Craig, Mrs Sarah Nicol.

PERFORMANCE MANAGEMENT GOVERNORS (Responsible for Annual Appraisal of Headteacher)

Rev K Teasdale and Joanne Routledge and 1 other.

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

Governors to be called on when needed

FINANCE AND RESOURCES - (Quorum = 3)

Mrs C. Murray, Miss D Canavan, Mrs Anita Yielder, Mrs Daniella Mason.

POLICY COMMITTEE - (Quorum = 3)
Rev. K. Teasdale,

FOCUS TEAMS:

All Members of the Governing body



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TERMS OF REFERENCE

FINANCE AND RESOURCES COMMITTEE

- Should consider a draft budget put together by the Headteacher and recommend to the Full Governing Body
- 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.
- Make regular inspections (at least annually) of school premises and report back to the Authority 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.

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

Full Governing Body

- Must approve the first formal budget plan of the financial year
- 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.

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

- Shall regularly monitor the school's approved budget, taking action wherever necessary to ensure that the budget remains on course throughout the financial year. The Head Teacher shall report significant variances to the governing body.
- The Headteacher shall report to members of the Governing Body's Finance Committee on a termly basis and to the Governing Body as required. Such reports shall include a statement of the school's current budget position, as set out by governors.
- Shall prepare draft information on the initial school budget and annual budget plan for consideration by the Finance Committee and Governing Body.
- 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 and admin team of the school.

Part 2 - Financial Responsibilities chart

	Full Governing Body	Finance Committee	Head teacher	Admin. staff
Budget management				
Draft initial budget		✓	✓	
Approve first budget plan	✓			
Monitor staffing budget		✓	✓	
Monitor other budgets		✓	✓	
Report on budget to governors (on a termly basis)		✓	✓	
Report on deficit balance 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 £5,000-£10000		✓		
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				✓+DHT
Provide update to Finance Committee on income from external funding stream			✓	
Responsibility for the Finance Management standards		✓	✓	✓
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			✓	
Monitor progress of actions in risk management action plan	✓		✓	
Purchasing goods or services				
Determine the internal distribution of capitation between departments within school			✓	
Generate orders				✓
Authorise orders up to a limit of £5,000			✓	
Authorise orders exceeding £5,000 - £10,000		✓		
Authorise orders exceeding £10,000	✓			
Obtain quotations for expenditure			✓	✓
Arrange Tenders			✓	✓
Open Tenders		✓		
Take delivery of goods				✓
Process invoices for payment				✓
Income				
Collection of income				✓
Banking of income				✓
Verification of banking				✓
Payroll & Personnel				
Approve appointments (in writing)			✓	
Verification of availability of finance for supply cover		✓	✓	
Approve supply cover (in writing)			✓	
Notify Education Personnel of starters, leavers, changes			✓	✓
Bank Account				
Sign cheques			✓ + Chair	
Retain cheque book safely				✓
Reconcile funds and submit regular reimbursement claims				✓
School Fund				
Arrange annual audit			✓	
Report audit findings to governors			✓	
Sign cheques			✓	✓
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 Interest Forms on an annual basis				✓



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TERMS OF REFERENCE

STAFFING COMMITTEE

- The Staffing 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 Staffing Committee will be responsible for the appointment of staff (see part 2)

Full Governing Body

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

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 Staffing 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 Staffing 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 staffing 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.

Headteacher

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

The Headteacher shall have no involvement in consideration of their own salary or the appointment of their 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 - Staffing Responsibilities chart

Task	Responsibility of				
	Full Governing Body	Personnel Committee	Appeals Committee	Head Teacher	Selection Panel
<u>Appointment of Headteacher and Deputy Headteacher</u>					
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	✓				
<u>Appointment of Teaching and Non-Teaching Staff</u>					
Accept resignations of teaching and non-teaching staff (other than Headteacher or Deputy Headteacher)				✓	
Determine all matters relating to the appointment of teaching staff		✓		✓	
Determine all matters relating to the appointment of non-teaching staff		✓		✓	
<u>Staff Disciplinary/Dismissal/Grievance/Capability</u>					
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				✓ + 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 grievance against staff initially investigated by the Headteacher		✓			
Consider appeals against the initial committee's decision			✓		
Consider grievance against staff initially investigated by the Headteacher					
<u>Salary issues</u>					
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		✓			
Consider applications for non-teaching staff regrading		✓			
Consider appeals against the initial committee's decision			✓		
Consider Honoria payments		✓			
<u>Redundancy issues</u>					
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			✓		
<u>General</u>					
Consideration of Staffing Structure	✓				
Consider requests for flexibility working		✓		✓	
Consider requests for career break		✓		✓	
Review delegation of powers at least annually	✓				