

Francis Askew Primary School

Governing Body Committee Structure

APPEALS

Quorum 3

Delegated Powers Y

Membership

Any 3 eligible governors

Committee chair: to be elected at each meeting

Clerk: Mr Beilsten

Terms of reference:

To consider and decide on any appeals against decisions of the Finance, Personnel and General Purposes Committee and headteacher in accordance with procedures adopted by the governing body.

To consider appeals against moderators' decisions regarding performance management review statements.

Pupil Exclusion Committee

Quorum 3

Delegated Powers Y

Membership

Any 3 eligible governors

Committee chair: to be elected at each meeting

Clerk: Mr Beilsten

TERMS OF REFERENCE

To consider and decide upon cases of permanent exclusion of pupils and of fixed term exclusions exceeding fifteen days in any one term.

To review the behaviour policy and use of exclusion on an annual basis.

Standards and Curriculum Committee

Quorum 3 (at least 2 governors who are not employed at the school to be in attendance)

Delegated Powers Y

Terms of Reference:

- a) Monitor pupil progress in relation to the targets set and with specific reference to significant groups
- b) Receive and critically review school performance data including any provided by the Local Authority, Fischer Family Trust (including governors' dashboard) and RAISE online
- c) Monitor the impact of curriculum policies and planning on pupils' learning
- d) Monitor progress in meeting the key issues identified in the post Ofsted action plan
- e) Provide regular reports to the governing body on their monitoring of the post Ofsted action plan
- f) Where appropriate, review and evaluate the effectiveness of external support and intervention
- g) Receive regular reports from the Headteacher and SLT on the quality of teaching and learning and the impact of improvement strategies
- h) Monitor and evaluate aspects of the schools' provision eg pastoral care, guidance and support, leadership and management, SEN and inclusion
- i) Ensure members of the committee and other governors have a clear understanding of the vision and aims and strengths and weaknesses of the schools so they can effectively contribute to the self evaluation process
- j) Review and monitor relevant areas of the school's self evaluation
- k) Request and receive reports, as and when required, from key members of staff eg. Curriculum leaders and senior leaders
- l) to review, consider and approve all curriculum based policies

FINANCE & GENERAL PURPOSES

Quorum 3 (at least 2 governors who are not employed at the school to be in attendance)

Delegated Powers Y

Membership

Mrs Ruth Murray
Mr Michael Smith

Karen Edson, Business Manager to attend
Reserve: any other eligible governor
Committee Chair to be elected at the first meeting of the academic year
Clerk: Mr Beilsten

NB: Any matter which might lead to an appeal to be considered by three members of the committee.

Terms of reference:

Responsibilities of the Full Governing Body:

- To approve the annual budget and medium term financial plan.
- To approve financial procedures.
- To determine the level of expenditure/virement delegated to the Finance Committee and Headteacher.
- To appoint or reappointment of the auditors of the school.
- To approve the Trustees report.
- To approve the terms of reference.

Responsibilities of the Finance Committee:

Audit terms of reference:

- To review the body's internal and external financial statements and reports to ensure that they reflect best practice.
- To discuss with the external auditor the nature and scope of each forthcoming audit and to ensure that the external auditor has the fullest co-operation of staff.
- To consider all relevant reports by the Controller and Auditor General or the appointed external auditor, including reports on the body's accounts, achievement of value for money and the response to any management letters.
- To review the effectiveness of the body's internal control system established to ensure that the aims, objectives and key performance targets of the organisation are achieved in the most economic, effective and environmentally preferable manner.
- To ensure that the body's internal audit service meets, or exceeds, the standards specified in the Government Internal Audit Manual, complies in all other respects with these guidelines and meets agreed levels of service.
- To consider and advise the board on the body's annual and long term audit programme
- To consider internal audit reports, including value-for-money reports and the arrangements for their implementation; review the operation of the body's code of practice for board members

and code of conduct for staff.

- To consider any other matters where requested to do so by the board
- To report at least once a year to the board on the discharge of the above duties

Finance terms of reference:

- To consider the school's indicative funding, notified annually by the school, and to assess its implications for the school, in consultation with the Headteacher, in advance of the financial year, drawing any matters of significance or concern to the attention of the governing body.
- To consider and recommend acceptance/non-acceptance of the school's budget, at the start of each financial year.
- To contribute to the formulation of the school's improvement plan, through the consideration of financial priorities and proposals, in consultation with the Headteacher, with the stated and agreed aims and objectives of the school.
- To receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in the improvement plan.
- To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the school, and with the financial regulations of the school, drawing any matters of concern to the attention of the governing body.
- To monitor and review procedures for ensuring the effective implementation and operation of Financial procedures, on a regular basis, including the implementation of bank account arrangements and, where appropriate to make recommendations for improvement.
- To prepare the financial statement to form part of the annual report of the governing body to parents and for filing in accordance with Companies Act and Charity Commission requirements
- To receive auditors' reports and to recommend to the full governing body action as appropriate in response to audit findings.
- To recommend to the full governing body the appointment or reappointment of the auditors of the school.
- To make expenditure/virement decisions over £75,000.
- To undertake a more detailed budgeting and monitoring role on behalf of the full governing body including: -
 - consideration in detail of prospective budgets / financial plans and other financial information;
 - detailed monitoring and approval of the school fund account;
 - ensuring that appropriate systems and procedures are in place to enable Best Value to be demonstrated;
 - to review and approve the School Service Agreements (SSA);
 - to review the Terms of Reference for the Finance Committee and make recommendations to the full governing body.

Responsibilities of the Headteacher:

- Day to day management of the school's budget.
- To dispose or sell assets (subject to limits equating to the virement powers).
- To approve purchases from the school fund.
- To prepare the annual budget and the medium term financial plan including options and amendments (as the year progresses).
- To ensure the budget is fully integrated with the school improvement plan.
- To make expenditure / virement decisions up to a limit of £50,000 (Head and Chair up to £75,000).
- To keep the Finance Committee informed about the school's budgetary position with explanation of variances.
- To ensure that the school's financial practices comply with financial regulations and the principles of Best Value.

Premises/Health and Safety terms of reference:

- To be responsible for all health and safety matters and to recommend a health and safety policy to the full governing body.
- To manage planned maintenance, decorating, general repairs and major works as per the school improvement plan.
- To approve premises/health and safety related policies.
- To consider any other premises related matters.

To review, consider and approve all school policies (other than those which are curriculum based)

Personnel terms of reference:

NB: Staff employed at the school should not take part in decisions which relate to pay and performance of staff.

Any matter which may lead to an appeal should be considered by three governors only.

- Headteacher to shortlist, interview and appoint teaching and non-teaching staff.
- Headteacher to consider and make any initial decisions on the conduct and discipline of staff in accordance with procedures adopted by the governing body.
- To consider capability/sickness absence cases in accordance with the procedures adopted by the governing body.
- To consider and make any initial decisions on the alteration/reduction of the staffing establishment in accordance with procedures adopted by the governing body.

- To consider and make any initial decisions on individual staff grievances; collective disputes in accordance with procedures adopted by the governing body.
- To consult with staff and trade unions on general school management issues in accordance with procedures adopted by the governing body.
- To consider and make decisions in relation to equal opportunities complaints, in accordance with procedures adopted by the governing body.
- To consider general staffing matters involving staffing levels and staffing appointments.
- To exercise discretion in relation to staff pay and grading in accordance with national conditions and the school's pay policy.