

February 2018

WILLOW FIELDS COMMUNITY PRIMARY SCHOOL

Headteacher: Mrs L Robertson

Chair: Cllr P Stewart appointed 14.7.2017 at meeting

Vice-chair: Cllr R Bell appointed on 21.9.2017 at the meeting

CONSTITUTION OF GOVERNING BODY – 10 Members (term of office 4 years)

LEA – 1	PARENT – 2	STAFF – 2	CO-OPTED – 5
R Bell	Vacancy R Loughlen	L Robertson E Armstrong	P Stewart (Chair) B Brammer Z Hepplewhite L Mayes L Clark

LINK GOVERNORS

Designated Governor for SEN – Ruth Loughlen

Designated Governor for Safeguarding – Paul Stewart

Type	Governor	School Improvement Plan Focus	Subject Focus
Co-opted	Paul Stewart	Key Focus 3: Effectiveness of Leadership & Management	Safeguarding (Inc LAC) Religious Education
Parent	Ruth Loughlen	Key Focus 4: Pupil Development, Behaviour & Welfare	SEN
Co-opted	Zoe Hepplewhite	Key Focus 1: Teaching, Learning & Assessment	Maths
Parent	Ruth Loughlen	Key Focus 2: Pupil Outcomes and attainment	English
	TBC	Key Focus 1: Teaching, Learning & Assessment	Science
Staff	Emma Armstrong		
TBC	TBC	Key Focus 4: Pupil Development, Behaviour & Welfare	PHSE
LA	Richard Bell	Key Focus 2: Pupil Outcomes and attainment	ICT
Co-opted	Liz Mayes	Key Focus 3: Effectiveness of Leadership & Management	Early Years

LIST OF COMMITTEES

(a) FINANCE, RISK MANAGEMENT AND PREMISES COMMITTEE (Quorum = 3)

HT and 3 Governors (1 to be Chair) appointed by the Full Governing Body.
Site Supervisor to be invited to discussion on premises issues
Committee supported by the School Business Manager

Headteacher, Richard Bell, Paul Stewart, Linn Hoggins (Chair)

(b) PERSONNEL COMMITTEE ((Quorum = 3)

HT and 3 Governors

Headteacher, Paul Stewart, Richard Bell (Chair), Linn Hoggins

PERSONNEL APPEALS:

The Chair of Governors to call upon 3 members who have not been involved in the initial process of the Personnel Committee.

(c) SCHOOL IMPROVEMENT COMMITTEE (Quorum = 3)

Headteacher, Paul Stewart, Zoe Hepplewhite, Ruth Loughlen (Chair), Liam Clark

(d) PERFORMANCE MANAGEMENT GOVERNORS

Responsible for Annual Appraisal of Headteacher
(Panel to select chair as required)

Paul Stewart & Ruth Loughlen

Review officer = Richard Bell

Appointed Chair of sub committees (a-d) to be responsible for providing appropriate updates and reporting action points to the Full Governing Body.

(e) PUPIL DISCIPLINE (Quorum = 3)

Chair of the Governing Body to select individual Governors as and when required.
(Panel to select chair as required)

(f) COMPLAINTS (General and against National Curriculum) (Quorum = 3)

Chair of the Governing Body to select individual Governors as and when required
(panel to select chair as required)

(g) PUPIL NON-ATTENDANCE – Informal

Headteacher to refer to members of the pupil discipline committee

The Governor Support Team will act as Clerk to the Governing Body and its committees except those listed not clerked.

The Governing Body subscribe to the Governor Training Programme

Adopted terms of reference for committees are attached

AD HOC COMMITTEES/WORKING PARTIES

(a) Committee Governance & Terms of Reference Working Party

Names Governors: Paul Stewart – Invitation open to all Governors

TRAVEL & SUBSISTENCE ALLOWANCE *(as agreed autumn term 2005)*

Members of the Governing Body would be eligible to claim reasonable expenses for Travel and Childcare. Claims for expenses would be the responsibility of the individual Governor. It was agreed that the Chair of the Governing Body would sign off the expenses.

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Committee Terms of Reference

It is a requirement that all committees of the Governing Body have written terms of reference. As well as outlining rules for membership and decision making, these give details of the areas of responsibility of the committee and the tasks it will perform.

The Terms of reference for each committee must be approved by the whole Governing Body and should be reviewed annually. This review need not be time consuming and may be done by the committee themselves making recommendations.

TERMS OF REFERENCE – FINANCIAL & RISK MANAGEMENT

Part 1 – Summary

Full Governing Body

- should and approve consider a draft budget put together by the Headteacher/members of the Finance and Premises Committee;
- should decide financial priorities according to the agreed School Improvement Plan;
- should approve all purchases of goods or services in excess of £15,000 as set out in part 2;
- should approve all virements in excess of £15,000 as set out in part 2; and
- To monitor the progress of the school's Risk Management Action Plan
- should retain an oversight of the school's finances and risk management by receiving a termly report or approving the minutes of the Finance, Risk Management and Premises Committee.
- All other financial matters are delegated to the Finance Risk Management and Premises Sub Committee, to be reviewed annually by the Governing Body.

Finance, Risk Management and Premises Committee

- must agree the first formal budget plan of the financial year and forward to the Governing Body for approval;
- should regularly (at least termly) monitor the progress of the school financial position using information supplied by the School Business Manager, supplemented by Authority financial reports; This monitoring will be inclusive of:
 - School Delegated Budget
 - School Fund
 - Voluntary Funds (Friends of Willowfields)
- should agree with the Headteacher, the type and depth of information to be provided to allow adequate financial monitoring;

- should approve all purchases of goods or services above £5,000 up to a limit of £15,000 as set out in part 2;
- should approve all virements above £5,000 up to a limit of £15,000 as set out in part 2; and
- To work with the Headteacher and School Business Manager on preparation of the initial draft budget, prior to approval of the first budget plan for the new financial year and will make recommendations to the full Governing Body regarding the initial school budget each year.
- To Appoint the treasurer of the school fund on an annual basis
- To work with the Headteacher in producing a Risk Management Action Plan outlining both significant financial, as well as non-financial (e.g. reputational/ICT/Key Staffing) risks to the effective running of the school.
- should regularly (at least termly) monitor the progress of Risk Management using information supplied by the Headteacher & School Business Manager
- To provide a termly report or minutes of meetings to the Full Governing Body to enable appropriate oversight of financial and Risk Management monitoring by the committee

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 up to £5,000 as set out in part 2.

The Headteacher can vire monies between budget codes up to the value of £5,000 as set out in part 2.

Part 2 – Financial & Risk Management Responsibilities Chart

Task	Responsibility of			
	Full GB	Finance Committee	Head teacher	Admin. Staff/ Business Manager
<u>Budget management</u>				
Draft initial school budget		X	X	X
Approve first budget plan	X	X		
Monitor staffing budget		X		X
Monitor other budgets		X		X
Report on budget to governors (on a termly basis)				
Report on deficit balances to LA via licensed deficit application			X	
Report on surplus balances to the LA above the threshold, via a licensed surplus application				
Report on variation of budget (Fortnightly)				X
Authorise virements up to a limit of £5,000			X	
Authorise virements up to a limit of £15,000		X		
Authorise virements in excess of £15,000	X			
Authorise ordering and the use of the School Credit Card with a limit of £200 per day (£1000 per month) in line with TOR of Credit Card				X
Review financial management arrangements and delegation of powers at least annually	X			
Exercise powers of the Headteacher where the Headteacher is absent	Assistant Head teacher			
Provide update to Finance Committee on income from external funding streams				X
Responsibility for the Financial Management Standards	X	X		X
<u>Risk Management</u>				
Formally review risks on a termly basis		X	X	X
Prepare risk management action plan		X	X	
Consider risk management plans from time to time		X		
Provide update to governors on progress of risk management action plan			X	
Monitor progress of actions in risk management action plan	X	X		
<u>Purchasing goods or services</u>				
Determine the internal distribution of capitation between departments within school			X	
Generate orders				X
Authorise orders up to a limit of £1,000				X
Authorise orders up to a limit of £5,000			X	
Authorise orders up to a limit of £15,000		X		
Authorise orders in excess of £15,000	X			
Obtain quotations for expenditure				X

Arrange Tenders				x
Open Tenders		x		
Take initial delivery of goods				xAS
Check goods against orders				x
Process invoices for payment				x
<u>Income</u>				
Collection of income				x AS
Banking of income				x AS
Verification of banking				x AS
<u>Payroll & Personnel</u>				
Approve appointments (in writing) using appropriate documentation			x	
Verification of availability of finance for supply cover				x
Approve supply cover (in writing)			x	
Notify Education Personnel of starters, leavers, changes				x
<u>Bank Account</u>				
Sign cheques		Chair and Vice Chair	x	x
Retain cheque book safely				x
Reconcile funds and submit regular reimbursement claims				x
<u>School Fund</u>				
Appoint Treasurer (Needs to be minuted)		x		
Arrange annual audit				x
Report audit findings to governors				x
Sign cheques			x	x BM & AS
<u>Security of Assets</u>				
Maintain inventory				x AS
Carry out checks against inventory at least annually				x
<u>Miscellaneous</u>				
Maintain up to date data protection notification				x
Maintain software inventory showing licence details (ICT Co-ordinator)			x	x
Ensure that all governors complete Pecuniary Interests forms annually (Governors Services)				

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- TERMS OF REFERENCE – EMPLOYMENT ISSUES

Part 1 – Summary

Full Governing Body

- Should consider, and agree, a whole school staffing structure (both teaching and non-teaching staff) put together by the Headteacher and management team. This to be reviewed at least on an annual basis as part of reviewing the school Pay Policy. A copy of the staffing structure to be attached to this document.
- As necessary to take decisions at any time in relation to:
 - permanent 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
- In relation to the Headteacher and Deputy Headteacher:
 - Accept the resignation of Headteacher and Deputy Headteacher where statutory notice has been provided and review alternative options available prior to proceeding with such appointing replacements.
 - To agree the Salary Range for the appointment of the Headteacher and review of existing Headteacher salary range.
 - To ratify the appointment of Headteacher and Deputy Headteacher
- To carry out all other duties as set out in part 2 of these terms of reference on employment matters.
- To delegate all matters relating to Pay not set out elsewhere in these terms of reference to the Personnel Committee.

The Personnel Committee

- To determine all matters in relation to the appointment of permanent Teaching staff and Support staff contracts (except where under 10 hours per week).
- To apply the school pay policy in respect of:
 - Giving consideration to the recommendation of the Headteacher in respect of the annual review of teaching staff pay, ensuring decisions are directly attributable to performance
 - Giving consideration of the recommendation of the Headteacher Performance Management Governors in respect of the annual performance review as to any recommendation on Pay.
 - Giving consideration to the recommendation of the Headteacher in respect of support staff pay
 - Where necessary to hear representations from staff relating to initial decisions made in respect of these matters

- To consider and determine, subject to appeal, all requests for flexible working arrangements
- Where directed by the Governing Body, apply criteria for compulsory redundancy selection and consider staff representations. To also consider applications for voluntary Redundancy.
- be responsible for considering cases of staff discipline, dismissal, capability and grievance as set out in part 2 of these terms of reference.
- To provide a termly report or minutes of meetings to the Full Governing Body to enable appropriate oversight of relevant employment matters carried out by the committee

Headteacher Performance Management Committee

There will be two 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 Personnel Committee relating to:

- annual pay determinations for teachers based upon performance
- requests for flexible working
- staff redundancy, discipline, dismissal, capability and grievance
- any other appeals as directed by the Governing Body or Personnel Committee

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

- Accept the resignations of all staff other than Headteacher or Deputy Headteacher.
- Be responsible for the appointment of all temporary staff and permanent support staff with contracts under 10 hours per week.

- Be responsible for initial investigation of staff issues relating to discipline, capability and grievance.
- To issue sanctions to staff relating to conduct matters up to that of a final written warning.
- Suspend staff (where necessary) relating to conduct matters with the agreement of the chair of Governors.
- The Headteacher shall have no involvement in consideration of his/her own salary or the appointment of his/her successor

Head & Deputy Selection Panel

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

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 GB	Personnel Committee	Appeals Committee	Headteacher	Selection Panel
<u>Appointment of Headteacher and Deputy Headteacher</u>					
Accept the resignation of Headteacher/Deputy Headteacher	x				
Set Headteacher/Deputy Headteacher salary	x				
Determine advertisement/job spec./person spec./timetable for interview					x
Select governors to serve on appointments panel	x				
Shortlist and interview for Headteacher and Deputy Headteacher					x
Ratify Appointments of Headteacher and Deputy Headteacher	x				
<u>Appointment of Teaching and Non-Teaching Staff</u>					
Accept resignations of teaching and non-teaching staff (other than Headteacher or Deputy Headteacher)				x	
Determine all matters relating to the appointment of Assistant Headteacher		x			
Determine all matters relating to the appointment of permanent teaching staff		x			
Determine all matters relating to the appointment of permanent support staff		x			
Appointment of temporary staff				x	
Appoint all support staff with contracts under 10 hrs				x	
<u>Staff Disciplinary/Dismissal/Grievance/Capability</u>					
Adopt discipline, Grievance and Capability procedures	x				
Issue verbal warnings to staff				x	
Issue first written warnings to staff				x	
Issue final written warnings to staff				x	
Suspend teaching and non-teaching staff				x & Chair	
Suspend the Headteacher	Chair				
Consider cases of staff discipline/capability referred by the Headteacher		x			
Consider cases of discipline or capability against the Headteacher		x			
Consider grievances against staff initially investigated by the Headteacher		x			
Consider appeals against the initial committee's decision			x		
Consider termination of contract on grounds of medical capability		x			
<u>Salary issues</u>					
Adopt pay policy	x				

Hear recommendation from performance management governors re. salary of Headteacher		X			
Make pay recommendations to the Personnel committee re: other teaching staff				X	
Take decisions on teaching staff salaries each autumn term		X			
Consider applications for non-teaching staff regarding		X			
Consider appeals against the initial committee's decision			X		
<u>Redundancy issues</u>					
Adopt redundancy policy/procedure	X				
Determine the number and category of staff to be reduced	X				
Determine the criteria to be used in making a selection	X				
Initial consultation with trade unions				X	
Consider applications for voluntary redundancy		X			
Select staff for redundancy according to agreed criteria		X			
Consider representations from staff selected for redundancy		X			
Hear appeals from staff affected by decision to reduce staff			X		
<u>General</u>					
Consider requests for flexible working		X			
Consider requests for career break		X			
Determine membership of Initial and Appeals Committees	X				
Review delegation of powers at least annually	X				
Code of Conduct declarations/disclosures				X	
Approval and Monitoring External (Educational Visits) depending on the nature of the visit					