

Finance Committee Terms of Reference

- A minimum of 3 governors to attend each meeting to be Quorate.
This committee should include governors from each of following committees:
Staffing & Salaries, Teaching & Learning, and Premises.
- To draft, in consultation with the Headteacher and with reference to the School Improvement Plan, the school's annual budget for presentation to the governing body for approval.
- To prepare financial forecasts for up to 3 years in advance on the basis of known and planned income and expenditure.
- To ensure that the school complies with the LA's Schools' Financial Value Standards (SFVS)
- To ensure accurate accounts are kept.
- To monitor the authorisation level of the Head teacher, set at £1,000 for a single order.
- In consultation with the Headteacher to deal with miscellaneous financial decisions including the write off of debts up to £100 without referring back to the full governing body.
- To receive and review the monthly Budget Control Report (BCR) against the budget update and report any variances to the full governing body.
- To approve arrangements for all major expenditure.
- To ensure success criteria are identified for major expenditure and to monitor the benefit of the expenditure within 12 months of payment with respect to how the expenditure has contributed to school improvement. To liaise as appropriate with other committees to report on the effectiveness of the spend.
- To monitor spending of Special Educational Needs (SEN) funding and other ring-fenced funding (such as Pupil Premium, Sports Premium) to ensure expenditure is correct and appropriate.
- To ensure a clear system is in place to identify planned replacement of resources, and that this is kept up to date.
- To monitor, evaluate and review all relevant policies.
- To monitor the expenditure of contributions from the PTA and other donations
- To monitor on an annual basis the "Sproston cluster of schools" accounts

These terms were agreed by the Finance Committee on: 21st March 2016.

Chair of Committee:

Last Updated 21.3.16 next review due: March 2017

Cecil Gowing Infant School Staffing and Salaries Committee

Based on the School Governance (Procedures) (England) Regulations 2003 and the School Staffing (England) Regulations 2003.

The governing body can delegate any of its statutory functions to a committee, subject to prescribed restrictions. The full governing body shall agree the level of delegation to this committee.

Membership

The **governing body** shall determine, and review annually at the first meeting of the school year, the establishment, terms of reference, constitution and membership of the committee.

Associate members may be members of the committee, but the majority of committee members shall be governors. Associate members may give advice, and may vote in accordance with any restrictions placed on them by the governing body.

Membership shall include:

5 governors including the Headteacher. Associate members as appropriate

Chairing

The Chair of the committee will be appointed by the committee.

Attendance

Members of the committee and the clerk to the committee have a right to attend committee meetings. The governing body or the committee may allow other persons to attend.

Quorum

The quorum for committee meetings shall be determined by the committee, but must be at least three governors who are members of the committee. The committee shall not meet without the Headteacher, or a substitute nominated by the Headteacher, being present.

Meetings

The committee shall meet at least once a term and more often if required.

Terms of Reference

1. To monitor progress on the relevant key issues for action post-OFSTED and/or relevant priorities in the School Improvement and Development Plan.
2. To review the staffing structure when vacancies occur, and at least annually in relation to priorities for school improvement.

3. To agree procedures for the appointment of school staff, in line with School Staffing regulations 2003:
 - For the appointment of members of the leadership group: the governing body will agree a selection panel of at least three governors, who will select candidates for interview, carry out interviews, and recommend to the governing body an interviewee for appointment.
 - In relation to all other staff appointments the governing body will delegate to the headteacher the responsibility for making such appointments, unless certain circumstances apply, as outlined in the guidance relating to staff appointments. Where responsibility is delegated to the headteacher, it is the headteacher's decision whether to involve governors in the selection process. The final decision in making an appointment outside the leadership group is the headteacher's.
4. To ensure that every member of staff has a job description, which is reviewed annually, and that job descriptions are reviewed when vacancies occur.
5. To monitor and review all staffing policies and procedures, and to consider adopting the LA's model personnel policies and procedures. These cover issues relating to pay; staffing adjustments; recruitment and selection (see above); equal opportunities; employee relations; conduct and capability; grievance; dismissal.
6. To ensure that the governing body appoints at least **two**, ideally **three governors** to conduct the Performance Review of the Headteacher, and in addition, a Review Officer(s) to investigate any complaint from the Headteacher.
7. To ensure, via reports from the Headteacher, that the Performance Management policy is implemented throughout the school, and that all staff are included in the system of performance review.
8. To agree procedures for hearing staff grievances.
9. To agree procedures for appeals against dismissal from school staff, in line with School Staffing Regulations 2003.
10. To attend or commission appropriate governor training.
11. To report to the full governing body at each of its meetings.

Appendix 1 – Salaries

Membership

As for Staffing and Salaries Committee

Persons other than the Headteacher who are employed at the school may not be members of this committee.

Terms of Reference

1. To draft the Pay and Performance Management Policy for the school, with the purpose of recommending adoption by the governing body.
2. To review each year the salaries of all staff up to and including the Deputy Headteacher/Senior Teacher with effect from 1st September, in accordance with existing arrangements and the School Teachers' Pay and Conditions Document, and after taking the advice of the headteacher in relation to the meeting of performance objectives where appropriate.
3. To agree the award of additional points of responsibility to teachers.
4. To ensure that teachers are informed in writing of the basis upon which their place on the existing pay spine has been determined.
5. To review the headteacher's salary annually, and to award performance points where appropriate, and as prescribed in the School Teachers' Pay and Conditions Document.
The review may only take place following an annual review of performance against objectives that have been agreed by the Headteacher, 2-3 appointed governors, and an external advisor, and should use the agreed review statement as the basis for evidence of sustained and substantial performance.
6. To undertake salary reviews at any other time the governing body directs that there is a need to do so.
7. To consider the salary appropriate for new posts within the school, in line with similar posts already in place.
8. Following the above actions, to recommend to the Finance Committee changes in salaries for inclusion in the budget.

Headteacher's Performance Review Group

Membership

2 or 3 governors, none of whom may be employed to work at the school

Quorum

A minimum of 2 governors

Terms of Reference

1. To make the necessary arrangements to meet with the External Advisor to discuss the Headteacher's objectives.
2. To agree with the Headteacher, and with the advice of the External Advisor:

- To what extent individual objectives have been met
 - The quality of the Headteacher's overall management of the school over the previous year
3. To agree with the Headteacher new performance objectives for the forthcoming year, and the success criteria by which these will be reviewed.
 4. To monitor throughout the year the performance of the Headteacher against the agreed objectives, taking into account any relevant changes to the school's circumstances.
 5. To make recommendations to the governing body's Staffing and Salaries Committee in respect of the award of performance point(s) of salary.

Teaching and Learning Committee

Terms of Reference

- A minimum of 3 full governors must attend each meeting in order to be quorate
- To consider and advise the governing body on standards e.g. report on Raise Online and Key Data and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy/Statement
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body
- To review such policies as are deemed appropriate to this committee, e.g. SEN provision, Sex Education, etc.
- To ensure that the school complies with relevant legislation relating to equality and diversity, e.g. Disability, Gender, Community Cohesion
- To ensure that identified priorities inform the School Improvement & Development Plan and review progress
- To ensure governors are informed of new curriculum initiatives.
- To monitor, through regular reports from the Headteacher, children's progress and attainment.

November 2015