



Finchale Primary School - No 2748 Committee Structure

The Finance Committee

CHAIR:

Terms of Reference:

- In conjunction with the Headteacher to draft the first formal budget plan of the financial year, for approval by the full Governing Body.
- To establish and maintain an up to date 3 year financial plan.
- To monitor income and expenditure, including virement decisions, significant anomalies from the anticipated position and report termly to the Governing Body.
- To ensure the school operates within the financial regulations of the County Council and the requirements of the DfE Schools Financial Value Standard.
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body.
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service level agreements.
- To make decisions on expenditure following recommendations from other committees.
- To prepare financial statements for inclusion in any reports to parents.
- To ensure as far as is practical that any Health and Safety (H&S) issues are appropriately funded in accordance with priorities.
- To ensure that Pay Review Committee and Pay Appeal Committee decisions are appropriately funded.

Meetings: termly, or each half term, planned to coincide with Oracle.

Disqualifications: when there may be a conflict of interest; a fair hearing is required; or a pecuniary interest. Associate members may not vote.

Personnel Committee

CHAIR:

Terms of Reference:

- To carry out an annual review of the staffing structure in consultation with the Headteacher and the Finance Committee.
- To oversee the appointment procedure for all staff.
- To establish and review a performance management policy for all staff.
- To keep under review work/life balance, working conditions and well being, including the monitoring of absence.
- To make recommendations to the Finance Committee on Personnel-related expenditure.

Meetings: Half Termly
Pecuniary interest.

Delegation to the Headteacher

School Staffing (England) Regulations 2009.

Appointment: The Governing Body can delegate the power to appoint outside the leadership group to:

- The Headteacher
- One or more Governors with the right of the Headteacher to advise
- One or more Governors and the Headteacher.

Delegate to the Headteacher as above for:

- No delegation.

Dismissals: Governing Body delegates to Headteacher responsibility for the dismissal of:

- Up to and including first written warning.

Premises & Grounds Committee

Terms of Reference:

- Inspection/reporting repair and maintenance to Buildings & Grounds.
- Improvements.
- Tendering procedures.
- Purchase & disposal of Furniture and Equipment.
- Health & Safety issues, inspection report **and action (including completion of annual risk assessment)**.
- Expenditure Proposals for submission to the Finance Committee.

Headteacher's Performance Review Committee

Terms of Reference:

- To arrange to meet with the External Adviser (EA) or Education Development Partner (EDP) to discuss the Headteacher's performance targets.
- To decide with support from the EA or EDP whether the targets have been met and to set new targets annually.
- To monitor throughout the year the performance of the Headteacher against the targets.
- To make recommendations to the appropriate committee in respect of awards for the successful meeting of set targets.

Meetings: Autumn term, plus monitoring meetings.

Disqualifications: the Headteacher and staff.

Pay Review/First Committee

Terms of Reference:

- To make any decisions under the personnel procedures adopted by the Governing Body, eg disciplinary, grievance, ill health, capability etc where the Headteacher is the subject of the action.
- To make any decisions relating to a member of staff (other than the Headteacher) under the Personnel procedures adopted by the Governing Body (unless delegated to the Headteacher).
- Reducing the staffing.
- To act in accordance with the Teachers Pay Policy adopted by the Governing Body to include matters relating to: teaching and learning responsibility payments, SEN(Special Educational Needs) allowances, recruitment and retention payments, points for previous experience, bursaries, regradings.
- To report to the Finance Committee on Pay Review-related expenditure.

Meetings: as and when necessary.

Disqualifications: The Headteacher; the Chair of Governors (if he/she has prior knowledge or involvement) Spouse/partner.

Delegation to the Headteacher

Under the 2003 Staffing Regulations (updated 2009) the Governing Body determines the extent to which it delegates to the Headteacher responsibility, up to and including initial dismissal decisions for school staff.

Appeals Committee

CHAIR:

Terms of Reference:

- To consider any appeal against a decision to dismiss a member of staff made by the Hearing/First Committee (or Headteacher if delegated).
- To consider any appeal against a decision under the personnel procedures adopted by the Governing Body. (eg disciplinary, pay review, capability for Teachers etc.).
- To consider any appeal against selection for redundancy.

Meetings: as and when required. Must have no fewer members than the Hearing.

Disqualifications: Headteacher. Any Governor who was involved in the hearing. Spouse/partner.

Curriculum & Standards Committee

- To make recommendations to the Governing Body and review the school's curriculum statement and policies as required in the light of the LA curriculum statement and statutory obligations regarding the National Curriculum.
- In collaboration with the staff to provide information about how the curriculum is taught, evaluated and resourced.
- To review the policy and provision for sex education and to make recommendations where necessary.
- To review the policy and provision for collective worship and RE and to make recommendations where necessary.
- To monitor and review information about school performance and reporting to parents accordingly to statutory requirements.
- To contribute to the School Development Plan.
- Curriculum/performance review including target setting and monitoring mechanisms
- To address any ECM issues.
- To address all issues in relation to pupil discipline.
- Parental Complaints.

Meetings: at least termly.

Disqualifications: conflict of interest, pecuniary interest.

VIREMENT and EXPENDITURE LIMITS

Virement Limits		Expenditure Limits	
Limit set for Headteacher without prior written approval of Chair or Governing Body	£ 1,000	Any items of expenditure up to	£ 5,000
Limit set for Headteacher with approval from Chair of Governors	£ 5,000	- Above this limit if item was previously notified to the Governing Body. - Prior Finance Committee or Chair of Governors approval (whichever is the soonest) to be sought outside of this limit and reported at the earliest opportunity.	
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NB Any goods/services purchased and works to be carried out are subject to Durham County Council Contract Procedure Rules (January 2014) for quotations.