



## NORTHGATE PRIMARY SCHOOL

### Governing Body and Committee Terms of Reference – October 2021

Signed: \_\_\_\_\_

*Chair of Governors*

Date: 20<sup>th</sup> October 2021

#### **Purpose:**

The Governing Body needs to take a strategic role, act in partnership with the school and be accountable for its decisions. It should set aims and objectives and review, agree and monitor policies, targets and priorities. Governing Body meetings will be open to the public with Minutes available except for Part II business. In the event of a tied vote the Chair or Acting Chair/Vice Chair will have a second or casting vote. The Governing Body will:

- Hold at least 3 meetings per year
- Appoint or remove the clerk
- Elect or remove a Chair and Vice Chair
- Advise all parents of any parent governor vacancies, all staff of staff governor vacancies and appoint community governors
- Work in partnership with SLT in formulating the SEF and monitoring it
- Set dates of meetings for the year ahead
- Note term dates for the academic year and agree the occasional days
- Receive Head teacher reports and monitor accordingly
- Review and monitor examination/national test results
- Review the level of exclusions
- Monitor attendance of pupils/staff/governors
- Monitor accidents/incidents involving pupils/staff/governors
- Work in partnership with SLT to agree and approve Curriculum plans
- In partnership with SLT will set pupil performance targets
- If required, consider the suspension of a governor
- Provide induction for new governors
- Encourage governors to visit school and to review, adopt and monitor a governors' visit policy and feedback procedure
- Review, adopt and monitor the procedures for dealing with complaints from parents/carers
- In partnership with SLT compile, review, approve and monitor the School Development Plan and SEF and make recommendations and adjustments.
- Annually review and approve the School Health and Safety Policy
- Monitor the implementation of the schools health and safety arrangements

- Maintain and update annually a file of pecuniary interest declarations
- Review annually the delegation of functions and committee structure
- Organise support and training for governors
- Receive an annual report on Safeguarding

The Governing Body has a strategic role in the financial management of schools and its key responsibilities include:

- Approval of Annual Budget
- Authorisation of the 3 year financial plan
- Setting financial priorities through the School Development Plan
- Authorisation of Statement of Internal Control
- Ensure at least 2 governors are appointed and trained to complete the Headteacher's performance management. A separate review officer should also be nominated.
- Appointment and salary of Headteacher
- Determination of the staff complement and pay policy for the school
- Authorisation of Terms of Reference for all committees
- Authorisation of non-budgeted expenditure
- To approve financial regulations and procedures on an annual basis.
- Act in partnership with the school on all financial matters

## **Committee Terms of Reference**

### **Membership**

- Not less than four governors appointed by the Governing Body plus any Associate members appointed by the Governing Body to the committee.
- The committee may make recommendations to the Governing Body for co-option of non-governor members.
- The Committee Chair should be appointed at the beginning of each school year by the committee and shall not be a member of staff at the school or an Associate member or a non-governor member.
- The Chair of Governors can be an ex-officio member of each committee and may attend each committee meeting and vote because s/he has chosen to be a governor.
- The Headteacher may attend meetings but may not vote unless s/he has chosen to be a governor.

### **Disqualification**

Any member of staff other than the Headteacher, when the subject for consideration is the pay, performance or discipline of any other member of staff. The Headteacher or any governor may not attend when he/she is the subject under discussion or there is a perceived conflict of interest.

### **Quorum**

Three governors who are appointed members of the committee.

### **Meetings**

- At least three times in each school year prior to ordinary full Governing Body meetings.
- Committee meetings will not be open to the public but minutes are available except for Part II Minutes.
- In the absence of the Chair, the committee shall choose an acting Chair for that meeting from among their number.
- In the event of a tied vote the Chair or acting Chair shall have a second or casting vote.
- It is advisable that each committee shall be clerked by the Clerk to Governors. In the absence of the Clerk the committee shall choose a Clerk for that meeting from among their number (someone who is not a member of staff at the school).

- The draft minutes of each preceding meeting will be circulated prior to the imminent meeting together with a copy of the agenda and associated documentation.

## General Terms

- To act on matters delegated by the full Governing Body.
- To liaise and consult with other committees where necessary.
- To contribute to the School Development Plan.
- Although primary responsibilities for policies concerning Health and Safety, Inclusion, and Child Protection, are delegated to specific committees, all committees should consider relevant aspects of these.

## RESOURCES COMMITTEE

The Resources Committee has responsibility for the following;

1. Ensuring that the school maintains compliance with all EFA Financial and Charities Commission requirements.
2. The provision of guidance and assistance to the Head and Governors in all matters relating to budgeting and finance, and to clearly define financial responsibilities.
3. To review budget monitoring reports which contain detailed statements of income and expenditure, detailed departmental budgets and other evidence of delegated financial control, ensuring that full explanations are available. These reports must include original system data.
4. Report on the schools finances at full Governing Body meetings.
5. To ensure that a recovery plan is put into place where a budget has gone into a deficit position or that there is a plan to spend surpluses.
6. The preparation and reporting upon an annual **budget** of income and expenditure to be presented to a full meeting of Governors before the year end and such supplementary estimates as may be required by the Governors.
7. The preparation and reporting upon a 3 year financial plan to be presented to a full meeting of Governors.
8. To review tenders received for contracts, in line with limits detailed in the School's Financial Regulations and in compliance with EFA regulations and guidance. Agree on which contractors are to be awarded contracts and to make recommendations to the full Governors meeting.
9. To authorise expenditure in excess of agreed budget as per limits set out in the Financial Regulations.
10. To receive requests for authorisation for virements of expenditure between budget headings as per limits set out in the Financial Regulations.
11. To approve, after due consideration of costs and quality issues, the continuation (or cessation) of contracts.
12. Undertaking reviews, in conjunction with the Head, from time to time of the management organisation, accountancy systems and financial procedures of the school and their effectiveness including access to the computer systems.
13. To review these terms of reference annually and propose any amendments to the Governing Body. To periodically review and authorise the extent of specific delegated powers to the Head and others for the administration of finances. (as Section 2)
14. To appoint an independent auditor for the School who will review the School's accounting systems and processes and issue an Audited Accounts and other returns as required, each year in line with EFA / Regulatory guidance / regulations.

15. To review Audit outcomes, including the Management Letter, and report to Governing Body on any issues arising.
16. To review Internal Audit reports and comment to the full Governors meetings on recommendations. To ensure full implementation of audit recommendations and action plan.
17. To approve any debts written off. The Governors should have a written policy on the action to be taken with regard to chasing arrears and write offs as outlined in the Financial Regulations.
18. To participate in any consultation with the EFA / other relevant bodies on funding reviews.
19. To review and make recommendations to the Governing Body, on an annual basis, as to the formal approval and adoption of the schools financial procedures (e.g. purchasing and petty cash)
20. To ensure that an appropriate whistle blowing policy is in force and known to all staff and which is compliant with EFA / Regulatory requirements.
21. To participate in staffing reviews and implement pay policies as appropriate.
22. To ensure the school maintains an up to date asset register.
23. To annually review Governors allowances.
24. To provide support and guidance for the Headteacher and the Governing Body on all matters relating to the school premises and grounds, security and health and safety.
25. To inspect the premises and grounds termly and each year to determine and maintain an order of priorities for maintenance and development. To this end, at least one member of the Committee should visit each term and report back to the Committee.
26. To support the work of the Governors' Health and Safety Officer.
27. To report findings of inspections and audits to the Headteacher and liaise with her to ensure that appropriate remedial action is taken, particularly where urgent action is needed.
28. To approve the costs and arrangements for maintenance, repairs and redecoration within the budget allocation and to oversee the preparation and implementation of contracts. (See Financial Note below).
29. To be aware of the specific responsibilities of Governors and the LA in regard to premises and to ensure that the LA is informed of any matters for which it has responsibility. The Committee will monitor such issues to ensure that appropriate action is taken.
30. To ensure that Governors' responsibilities are discharged regarding litter under the Environmental Protection Act 1990.
31. To consider and take decisions on risk management and insurance arrangements in regard to vandalism and other matters relating to the premises.
32. To monitor all building projects and advise the Governing Body
33. To review and maintain a Hirings policy (including charges) for the approval of the Governing Body and to oversee the implementation of that policy.
34. To provide support (and recommendations) on community links for the school, taking into account the school policies, brochures and development plan.
35. To support and advise the Governing Body on the two-way communication between school and the wider community and on the development of Extended School provision.
36. Liaise with the School Association to identify and maintain a register of possible sponsors for school projects.
37. To review and make recommendations on how the school is marketed, taking into account the aims ethos and school policies.

## FINANCIAL NOTE

1. Any decisions which require any spending commitment over and above agreed budget provisions must be referred to the Governing Body. However, any spending decisions (including the reordering of priorities) which do not exceed the sum identified in the Annual Budget for Repairs and Maintenance may be taken without further reference to the Governing Body. The same principle will apply to any other Budget specifically entrusted to the Committee.
2. The Headteacher shall have the authority to spend up to £10,000 of the budget, per transaction, for Repairs and Maintenance without reference to the Committee.
3. Best price or rate and conditions are negotiated, and these are adequately recorded, in line with schools financial procedure
4. The committee will ensure that a process exists within the school management to ensure that there is adequate review undertaken on completion of any work prior to payment to ensure best value for money.

## DUTIES OF THE HEALTH AND SAFETY OFFICER

Working with the Headteacher and/or designated member of staff.

- to carry out termly health and safety audit of the school site - as part of premises inspections
- to report the findings of the audit to the Property Committee or, if urgent, directly to the Headteacher
- to promote a general awareness amongst the Committee and Governors about health and safety issues
- to keep abreast of new developments, local and national, attending training courses as appropriate
- to review the Health and Safety policy including Transport policy.

NB. The Health and Safety Officer is expected to play a layman's role and, though developing expertise through experience, is not expected to play a professional role or to take on any part of the Headteacher's duties as supervisor of the site.

### **Additionally the Resources Committee will undertake the following roles:**

- Audit Committee. The Audit Committee will meet at least once per annum to review the annual audit outcomes, reporting to the Governing Body thereafter. The Audit Committee must be chaired by someone other than the Chair of Resources Committee.
- Risk Management Committee – to review / consider Risk management issues across the whole school in line with the Risk Management Framework.
- Appoint the Responsible Officer whose role is to review internal controls developed and deployed by the school, receive reports from external consultants as appropriate and report any material risk and control issues that are material in nature to the Full Governing Body.

## HR COMMITTEE

- In consultation with the Headteacher, to determine the staffing structure of the school. To review the staffing structure when vacancies occur, and at least annually in relation to priorities for school improvement.
- To oversee the appointment procedure for all staff.
- Each year to review the salaries of all staff up to and including the Deputy Head 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. To ensure that staff pay is in line with agreed budgets or otherwise to make appropriate recommendations to Finance Committee.

- In consultation with staff, to oversee any process leading to staff reductions.
- To review, adopt and monitor the procedures for dealing with staff discipline and grievances annually, and to ensure that staff are informed of these.
- To review, adopt and monitor a Pay policy
- To review, adopt and monitor a Performance Management policy.
- To act as Admissions Panel on behalf of the FGB
- To review the annual admissions criteria for recommendation to FGB
- To review, adopt and monitor those policies relevant to HR as delegated by the Governors' Policy Schedule

## **LEARNING AND PUPIL PROGRESS COMMITTEE**

- With the assistance of staff to provide information to the Governing Body on how the Curriculum is taught, evaluated and resourced.
- In partnership with the SLT to monitor and review the SDP and SEF and where appropriate make recommendations and adjustments.
- To review, adopt and monitor policies attached at Annexure 1 and to monitor their implementation and make recommendations where appropriate.
- In partnership with SLT to monitor the needs of disadvantaged children and children with special needs and make recommendations to ensure that their needs are met.
- To monitor and review the information about school performance and report according to statutory requirements.
- To advise the Finance and HR committee on the relative funding priorities necessary to deliver the curriculum.
- Any decisions which require a spending commitment over and above agreed budget provisions must be referred to the Finance Committee.

In urgent situations where it is impractical to call a meeting of the committee, the Chairman of the Committee may act on its behalf, but should report back to members as soon as possible.