

ST CHARLES CATHOLIC PRIMARY SCHOOL

TERMS OF REFERENCE 2019-2020

FINANCE, STAFFING AND PREMISES COMMITTEE

Membership

The Committee will consist of up to 6 Governors

The Headteacher cannot chair a Committee

Quorum

The quorum for a meeting of the Committee will be 3 Governors

Meetings

The Committee shall meet on a termly basis.

The dates for meetings will be set for the commencement of the school year

Terms of reference

- To assist in the development, monitoring and review of the School Improvement Plan as part of a process of self evaluation.
- With the Headteacher and Budget Officer, consider and approve the annual school budget for the financial year and then monitor that plan on a termly basis
- To establish and maintain an up to date 3 year financial plan
- To consider any virement decisions termly, as required and to report any significant anomalies from the anticipated position to the Governing Board
- To ensure that the school operates within the Financial Regulations of the City Council
- To annually review charges and remissions policies and expenses policies.
- To exercise virement between budget headings as necessary and up to an agreed maximum of £5,000.
- To prepare and review financial policy statements, including consideration of long term planning and resourcing
- To consider and make decisions in respect to any ongoing or proposed service level agreements and report to the full Governing Board
- To consider and approve, as appropriate, decisions on expenditure following recommendations from other committees within the agreed limits
- To consider and approve financial statements as prepared by the Headteacher and Budget Officer for inclusion in reports to the governors and its report to parents
- To annually propose the level of delegation for the Headteacher to exercise the day to day financial management of the school, for agreement and ratification by the FGB, including contracts and service level agreements up to £5,000.
- To authorise staff to have responsibility for signing orders, invoices and petty cash claims as identified by the Head teacher.
- To liaise with those responsible for the school funds to ensure an overall policy on expenditure is agreed to the best advantage of the school.
- To respond to any audit reports on the management of the budget and financial procedures
- To monitor and review Support Staff performance and training, approve and authorise pay progression. *(Teaching Staff will be undertaken within the Terms of Reference of the Pay Committee and Pay Appeals Committee)*

- To consider all issues which have financial implications in relation to personnel and to make recommendations to the Governing Board or its appropriate Committee
- To monitor and ensure, as far as is practical, that all Health and Safety issues are appropriately prioritised
- To review the school lettings policy.
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, e.g. Budget, H&S, staff training and development with identified staff. To receive regular reports from them and advise the Governing Board.
- To review annually the SFVS documentation prior to 31 March, including the Statement of Internal Control and Best Value Statement and present to the full Governing Board for approval.
- To attend training as appropriate.

Other Areas to consider

- To consider staffing grievances/complaints by convening Staff Disciplinary/ Grievance/ Appeals Committees as required
- To ensure that governors are appropriately trained for engagement in such committees.
- Review/Ratify/Approve relevant policies in accordance with the timeframe on the Governors' policy matrix

Duties and Responsibilities of the Committee

- The Clerk to ensure that the Committee Terms of Reference are reviewed and agreed at the first Committee meeting of the academic year and be presented to the next Governors' meeting to be formally approved
- The Clerk to liaise with the Chair and Headteacher approximately two weeks prior to a meeting re inclusion of items on the agenda
- Apologies for non-attendance at a meeting to be emailed to the Clerk previous to the meeting
- Documentation to be emailed to the Committee by the Clerk at least seven days prior to a meeting, where possible.
It is the responsibility of each Committee member to print off the relevant document. In order to reduce the amount of photocopying, hard copies will only be available on request to the Clerk
- The Clerk to circulate draft minutes to all Governors prior to a Governors' meeting once these have been checked by the Chair of the Committee and the Headteacher

Approved at the Governors' Meeting on 22 October 2019

To be reviewed – Autumn Term 2020

ST CHARLES CATHOLIC PRIMARY SCHOOL

TERMS OF REFERENCE 2019-2020

CURRICULUM AND PUPILS COMMITTEE

Membership

The Committee will consist of up to 6 Governors.

The Headteacher cannot chair a Committee

Quorum

The quorum for a meeting of the Committee will be 3 Governors

Meetings

The Committee shall meet on a termly basis.

The dates for meetings will be set at the commencement of the school year

Terms of reference

- To assist in the development, monitoring and review of the School Improvement Plan as part of a process of self evaluation
- To consider and advise the governing body on standards of teaching and learning, in relation to the curriculum and its associated policies, including statutory requirements.
- To monitor and review pupil progress and school performance, together with attendance.
- To review the policy and provision for pupils with special needs, ensuring that these are met.
- To review annually safeguarding policy and procedures, ensuring that our school is a safe place.
- To review pastoral support and discipline systems within the school.
- To review annually those curriculum policies/provision which are required by law (Sex Education, RE and Collective Worship, Special Needs, Complaints Procedure).
- To consider and approve admissions arrangements and report upon such to the Governing Body.
- To oversee and monitor statutory responsibility for Breakfast Club and After School Provision, in doing so carry out termly visits
- To oversee arrangements for individual governors to take a leading role in specific areas of curriculum provision, on a rolling annual programme. e.g. Literacy, Numeracy, SEND, CLA, Pre and after school provision, supported as required by appropriate school staff.
- To receive regular reports from lead staff in relation to the above and report to the Governing Board.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator.
- To consider curricular issues which have implications for the Finance/Staffing/Premises Committee and to make recommendations to the relevant committees or the Governing Board.

- To attend training as appropriate

Other Areas to consider

- To set the times of school sessions
- To ensure provision of free school meals to those pupils meeting criteria
- To review home-school agreements
- To ensure the National Curriculum is taught to all pupils and to consider any disapplications
- To consider curriculum complaints
- Monitor and keep under review the school website to ensure it meets the statutory requirements
- Review/Ratify/Approve relevant policies in accordance with the timeframe on the Governors' policy matrix

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ST CHARLES CATHOLIC PRIMARY SCHOOL

TERMS OF REFERENCE 2019-2020

PAY COMMITTEE AND PAY APPEALS COMMITTEE

Governing Board

The Governing Board is responsible for:

- Formal approval of the policy following relevant consultation.
- Establishing a pay committee and a pay appeals committee with delegated responsibility and authority to implement the pay policy on its behalf
- Appointing 2 / 3 Governors (known as the Appointed Governors) to review the Head teacher's performance on an annual basis
- Setting and agreeing the school's budget including the staffing budget
- Ensuring that all teachers' salaries (including the head teacher) are reviewed in line with statutory provision.
- considering an annual report, including statistical information, on decisions taken in accordance with the terms of the policy;

Pay Committee

The governing board has delegated its pay powers to the Pay Committee. Any person employed to work at the school, other than the head, must withdraw from a meeting at which the pay or appraisal of any other employee of the school, is under consideration. The Headteacher must withdraw from that part of the meeting where the subject of consideration is his or her own pay. A relevant person must withdraw where there is a conflict of interest or any doubt about his/her ability to act impartially.

No member of the Governing Board who is employed to work in the school shall be eligible for membership of this committee.

The Pay Committee will be attended by the Headteacher in an advisory capacity. Where the Pay Committee has invited either a representative of the LA or the external adviser to attend and offer advice on the determination of the Headteacher's pay, that person will withdraw at the same time as the head while the committee reaches its decision. Any member of the committee required to withdraw will do so.

The responsibilities of the Pay Committee will be determined from time to time by the Governing Board. The current responsibilities are:

- to establish and review annually the school's pay policy and staffing structure and submit it to the Governing Board for approval
- to achieve the aims of the whole school pay policy in a fair and equal manner
- to determine salary on appointment of a teacher
 - to apply the criteria set by the whole school pay policy and take decisions regarding the pay of all teachers including the Headteacher, following consideration of the recommendations of appraisal reports and relevant advice.
 - to ensure that the Headteacher is informed of the outcome of any pay decision and the right of appeal.
 - to observe all statutory and contractual obligations;
 - to minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full Governing Board;

- to recommend to the Governing Board the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of pay discretion;
- to keep abreast of relevant developments and to advise the Governing Board when the school's pay policy needs to be revised;
- to work with the head in ensuring that the Governing Board complies with the Appraisal Regulations 2012 (teachers).

The report of the Pay Committee will be placed in the confidential section of the Governing Board's agenda and will either be received or referred back. Reference back may occur only if the pay committee has exceeded its powers under the policy.

Headteacher

The Headteacher is responsible for:

- ensuring that pay recommendations for the deputy and assistant head teacher(s) and classroom teachers are made and submitted to the Pay Committee in accordance with the terms of the policy;
- advising the Pay Committee on its decisions; and
- ensuring that staff are informed of the outcome of decisions of the Pay Committee and of the right of appeal.

Appeals Committee

The Appeals Committee of the Governing Board is responsible for:

- taking decisions on appeals against the decisions of the Pay Committee in accordance with the terms of the appeals procedure of the policy (see Appendix 3 – Pay Appeals Procedure of the school's agreed Teachers' Pay Policy).

Approved at the Governors' Meeting on 22 October 2019

To be reviewed – Autumn Term 2020

