



**ST JOSEPH'S RCVA PRIMARY SCHOOL**  
**FULL GOVERNING BOARD**

**CHAIR:** Miss E Matterson

**VICE CHAIR:** Mrs V Bramley

Terms of Reference

Strategic Leadership and Accountability:

- Work with school leaders to set a clear and explicit vision with a focus on pupil progress, achievement and wellbeing. Ensure this is communicated to the whole organisation and reviewed regularly.
- Set the values for the organisation and ensure these are embedded across the organisation and adhered to.
- Determine the strategic direction for the school.
- Monitor that school leaders are keeping up with their statutory duties in relation to the maintenance of the Single Care Record (SCR).
- Monitor and evaluate pupil progress and attainment by receiving reports and information from the Headteacher and other school leaders; compare against national and local benchmarks over time.
- Receive reports from committees, working parties or individuals and agree actions.
- Approve the School Evaluation Form (SEF) and monitor throughout the year.
- Approve the School Improvement Plan (SIP) priorities and monitor throughout the year progress towards agreed actions.
- Review and agree the school's Business Continuity Plan annually.
- Ensure the wellbeing of staff and that staff workload is managed.
- Ensure there is a transparent system for performance management of all staff which is clearly linked to the school's priorities. Have oversight of staff performance throughout the year.
- Ensure there are mechanisms in place to listen to and respond to the views of parents/carers, pupils, staff, local communities and employers.
- Agree recruitment process to be followed in relation to Senior Leader posts; where delegated ratify appointments.
- Final approval of the annual budget plan.
- Monitor the school's budget throughout the year.
- Agree virement and expenditure limits for the Headteacher.
- Hold at least 3 meetings each academic year. Ensure that committee meetings are held in accordance with the agreed terms of reference.

## People and Structures:

- Elect and/or remove Chair of Governors and Vice Chair of Governors.
- Appoint Committee Chairs or delegate to each committee.
- Consider and agree delegation of functions to individuals or committees.
- Agree committee terms of reference and membership.
- Agree quorums for Associate Members.
- Agree voting rights for Associate Members.
- Establish and maintain a register of Governors business interests.
- Ensure Governors information on the Get Information About Schools (GIAS) register and the school website is up to date and compliant with current requirements.
- Confirm the Instrument of Government and subsequent amendments.
- Appoint Co-opted, Local Authority and where necessary Parent Governors to the Board.
- Review and monitor the Governor Induction Process.
- Have regard for Governors professional development.
- Where necessary, suspend or remove Governors from the Board.
- Appoint/dismiss the Clerk to the Governing Board.

## Compliance and Evaluation:

- Agree annually the School Financial Value Standard (SFVS) Self-Assessment Checklist prior to the 31 March deadline and monitor the implementation of any identified actions.
- Consider business provided by Local Authority and other sources.
- Suspend or end suspension of staff members.
- Ensure all statutory policies are in place and there is an effective policy review cycle.
- Review and agree the Governor Code of Conduct.
- Confirm arrangements for completion of a Governor Skills Audit.
- Ensure there is regular self-evaluation and review of individual's contribution to the Board as well as the Board's overall operation and effectiveness.
- As necessary, consider an external review of the Board's effectiveness.
- Ensure school website is up to date and compliant with current DfE requirements.

## **FINANCE AND PREMISES COMMITTEE**

**CHAIR:** Mrs V Bramley

### Terms of Reference

Finance:

- Review and agree the first formal budget plan of the financial year for approval by the full Governing Board.
- Establish and maintain an up-to-date three-year budget plan, taking into account priorities in the School Improvement Plan, roll projection and signals from central Government and the LA regarding future years' budget.
- Ensure that priorities detailed within the School Improvement Plan are appropriately costed and are reflected in the annual budget.
- Monitor the capital and revenue budget position statements to identify and address any anomalies from the anticipated position and report termly to the full Governing Board.
- Review and monitor outstanding debts and action taken.
- Review the Quarterly Written Report and Financial Report.
- Monitor and authorise expenditure including those over the Headteacher's delegated limit.
- Consider and approve spending decisions where competitive quotations or tenders are required in accordance with the current Contract Procedures Rules.
- Ensure the school operates within the financial regulations of the Local Authority and the requirements of the DfE Schools Financial Value Standard (SFVS).
- Monitor the implementation of any actions identified in the SFVS.
- Monitor the implementation of any identified actions in the SFVS submission.
- Monitor expenditure of all voluntary funds held on behalf of the Governing Board and receive an audited annual statement of income and expenditure.
- Annually review the outcomes of the asset register stock check and approve the disposal of obsolete items.
- Oversee use and monitor impact of the Early Years Premium, Pupil Premium, PE and Sports Premium, Catch-Up Premium and Recovery Premium
- Review and monitor all financial policies including lettings, charging and remissions and expenses policies.
- Consider and promote income generation.
- Annually review income generated from contracts and lettings, fees and charges, fund raising activities and the sale of assets.
- Monitor Extended Care provision including review of annual income and expenditure statements where applicable.
- Ensure the school has appropriate insurance cover in place.
- Annually review and adopt the school's Financial Procedures Manual and all other finance related policies.
- Annually review and make decisions in respect of service level agreements and other contracts and lettings.
- Monitor service level agreements annually and make decisions in respect of service level agreements ensuring value for money.

- Make decisions on expenditure following recommendations from other committees for example collaborative working arrangements with other schools and/or bodies to ensure value for money.
- Ensure as far as is practical that health and safety issues are appropriately funded in accordance with agreed priorities.
- Annually review financial benchmarking data.
- Monitor the implementation of actions arising from the Internal Audit report or of a financial nature from other inspection regime reports.
- Ensure any instances of fraud or financial irregularity are reported immediately to the Head of Education and Skills and Chief Internal Auditor and Corporate Fraud Manager.

#### Premises:

- Annually approve the Health and Safety Policy ensuring that the school meets health and safety requirements.
- Ensure actions are taken in respect of relevant health and safety legislation.
- Receive an annual Health and Safety Audit Report and monitor any arising actions.
- Ensure that premises and the learning environment are maintained and are fit for purpose.
- Provide support and guidance for the Headteacher and Governing Board on all matters relating to the maintenance and development of the premises and grounds, including health and safety.
- Ensure that an annual inspection of the premises and grounds is undertaken and that priorities for maintenance and development are identified.
- Ensure professional surveys and emergency works are arranged as necessary.
- Oversee the use of premises by outside users.
- Annually review the school's Accessibility Plan and an Asset Management/ Building Development Plan.
- Receive and consider the recommendations from the annual Energy Report.
- Ensure appropriate Risk Assessments are carried out and reviewed on a regular basis.
- Ensure inspections of the school site, buildings and equipment take place annually and at appropriate intervals and that reports are shared.
- Monitor data on accidents and incidents.

<b>MEETINGS</b>	At least termly
<b>QUORUM</b>	3
<b>DISQUALIFICATION</b>	where there may be a conflict of or a pecuniary interest

### **Delegation to the Headteacher**

#### **The School Standards and Framework Act 1998.**

The Governing Board can delegate to the Headteacher responsibility for deploying resources, subject to the provisions in the Scheme for the Financing of School's in County Durham.

### **Expenditure**

Any item of expenditure up to £5000.

Above this limit if item was previously notified to the Governing Board.

Prior Finance and Premises Committee or Chair of Governors approval (whichever is the soonest) to be sought outside of these limits and reported to the Finance and Premises Committee at the earliest opportunity.

**NOTE:**

Any goods/services purchased and works to be carried out are subject to the latest Durham County Council Contract Procedures Rules as published on the School's Portal.

## STAFFING COMMITTEE

**CHAIR:** Mr D Dunleavy

### Terms of Reference

- Carry out an annual review of the staffing structure in consultation with the Headteacher and Finance and Premises Committee.
- Ensure the school is sufficiently staffed to fulfil the effective operation of the school and the SIP.
- Oversee the recruitment and selection procedures for all staff.
- Keep under review work/life balance, working conditions and well-being including monitoring attendance management.
- Ensure that regular monitoring of the SCR is undertaken and that it is up to date and compliant with current statutory expectations. Ensure that the school's policy on safeguarding and child protection is compliant with the most recent KCSIE guidance and Durham Safeguarding Children's Partnership (DCSP) expectations.

<b>MEETINGS</b>	at least annually
<b>QUORUM</b>	3
<b>DISQUALIFICATION</b>	<ul style="list-style-type: none"><li>• Where there may be a conflict of or pecuniary interest</li><li>• Any Governor whose spouse/partner is involved.</li></ul>

### Delegation to the Headteacher

#### **School Staffing (England) Regulations 2009**

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

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

#### **Appointments:**

The Governing Board delegates to the Headteacher and at least 1 Governor responsibility for the appointment of:

- Supply cover
- Temporary appointments
- Permanent appointments

#### **Dismissals:**

The Governing Board delegates to the Headteacher responsibility in line with delegation in school Human Resources (HR) policies.

## COMPLAINTS COMMITTEE

### Terms of Reference

- Elect Chair at meeting
- Consider complaint in accordance with the school's Complaints Procedure.

*The Complaints Committee will consist of at least 3 Governors with no prior involvement of knowledge of the complaint.*

<b>MEETINGS</b>	As and when required
<b>QUORUM</b>	3
<b>DISQUALIFICATION</b>	<ul style="list-style-type: none"><li>• Headteacher</li><li>• Chair of Governors (if have prior knowledge)</li><li>• Any Governor (if have prior knowledge)</li><li>• Where there may be a conflict of interest</li><li>• Staff.</li></ul>

## FIRST PAY REVIEW COMMITTEE

### Terms of Reference

- Elect Chair.
- Annually agree the Teachers' Pay Policy.
- Act in accordance with the Teachers' Pay Policy when carrying out the annual review of teachers' salaries.
- Consider any requests made in accordance with HR policies e.g., leave of absence etc. (unless delegated to the Headteacher).
- Make any decisions under HR procedures adopted by the Governing Board e.g., disciplinary, grievance, ill-health, capability etc. (unless delegated to the Headteacher).
- Lifting of Headteacher's suspension (lifting of all other staff suspensions delegated to the Chair of Governors).
- Deal with matters relating to staffing reductions, restructures and changes to the permanent school staffing structure.

<b>MEETINGS</b>	At least annually
<b>QUORUM</b>	3
<b>DISQUALIFICATION</b>	<ul style="list-style-type: none"><li>• Headteacher</li><li>• Chair of Governors (if have prior knowledge)</li><li>• Where there may be a conflict of interest.</li><li>• Any Governor whose spouse/partner is involved.</li><li>• Staff (annual pay review or matters related to a staffing reduction process).</li></ul>



## APPEALS COMMITTEE

### Terms of Reference

- Elect Chair.
- Consider any appeal against a decision made under the HR policies adopted by the Governing Board.
- Consider any appeal against a decision made by the First/Pay Review Committee during the annual review of teachers' salaries.
- Consider any appeal against selection for redundancy through a staffing reduction process.
- Consider complaint under Stage 2 of the school's Complaints Procedure

<b>MEETINGS</b>	As and when required
<b>QUORUM</b>	Must have at least the same number of Governors as were present at the original hearing.
<b>DISQUALIFICATION</b>	<ul style="list-style-type: none"><li>• Headteacher</li><li>• Chair of Governors (if have prior knowledge)</li><li>• Any Governor involved in the original hearing.</li><li>• Where there may be a conflict of interest.</li><li>• Any Governor whose spouse/partner is involved.</li><li>• Staff (appeals in relation to salary or staffing reduction process).</li></ul>

## HEADTEACHER'S PERFORMANCE MANAGEMENT REVIEW

### LEAD GOVERNOR:

#### Terms of Reference

- Elect Chair.
- Set, with the support of the Local Authority Advisor the Headteacher's annual performance objectives.
- Monitor throughout the year the performance of the Headteacher against agreed performance objectives.
- Review, with the support of the Local Authority Advisor achievement of performance objectives.
- Make recommendations to the First Pay Review Committee in respect of the Headteacher's annual pay progression.

<b>MEETINGS</b>	Autumn Term plus monitoring meetings.
<b>QUORUM</b>	2
<b>DISQUALIFICATION</b>	<ul style="list-style-type: none"><li>• Headteacher</li><li>• Staff</li></ul>