DATE THIS SHEET PRODUCED – December 2024

GRINDON INFANT SCHOOL

COMMITTEE/INFORMATION SHEET

Chair: Mrs G Bramley **Headteacher: Mrs A Charlton**
(Term of office: Until Autumn 2025 Termly Meeting)

Vice-chair: Mrs S Johnson
(Term of office: Until Autumn 2025 Termly Meeting)

LINK GOVERNORS

Complaints against the Headteacher initially investigated by the Chair of Governors

Computing:	Mrs R Turner	**SFVS:**	Mrs G Bramley
Inclusion (incl. SEN):	Mrs G Bramley	**Science:**	Mrs R Turner
Child Protection:	Mrs G Bramley	**English:**	Mrs G Bramley
PHSE/RE:	Mrs S Johnson	**Arts/Music:**	Mrs S Johnson
British Values / Citizenship:	Mrs C Young	**Early Years:**	Mrs Marshall /Mrs Dixon
Geography & History:	Vacancy	**PE:**	Mrs G Bramley
Safeguarding/Safer Recruitment:	Mrs G Bramley	**Maths:**	Mrs R Turner
Attendance:	Mrs G Bramley	**Wellbeing**	Mrs G Bramley

Filtering and Monitoring: Mrs G Bramley

CONSTITUTION OF GOVERNING BODY – *reconstituted 21st November 2019*

PARENT – 2 HEADTEACHER – 1 STAFF – 1 LEA – 1 CO-OPTED – 5
All Terms of Office – 4 years

TRAVEL & SUBSISTENCE ALLOWANCE (as agreed autumn term 2003 reviewed December 2020 and December 2021)

- Governors agreed to adopt a policy not to pay expenses.

PERSONNEL COMMITTEE (Quorum = 3)

Mrs R Turner (Chair), Mrs S Johnson, Mrs G Bramley, Mrs C Young

In cases of potential appeal – consideration will be given to allocate 3 governors only.

PERSONNEL APPEALS COMMITTEE (Quorum = 3) - must be at least the same number as personnel committee meeting where matter was previously considered.

Mrs A Dixon
Governors agreed invitations would be issued to GB members to attend Committee meetings required.

PUPIL DISCIPLINE (Quorum = 3)

Mrs G Bramley (Chair), Mrs R Turner, Mrs A Dixon

COMPLAINTS - General and national curriculum (Quorum = 3)

(Chair), Mrs G Bramley, Mrs R Turner
Governors agreed invitations would be issued to GB members to attend Committee meetings required.

FINANCE (Quorum = 3)

Mrs G Bramley (Chair), Mrs A Charlton (Headteacher), Mrs C Young, Mrs R Turner, Mrs S Johnson

Mrs G Charlton (School Business Manager) to be invited.

PERFORMANCE MANAGEMENT

Mrs R Turner, Mrs S Johnson

Review Officer: Mrs G Bramley

PREMISES/HEALTH & SAFETY (Quorum = 3)
The Committee will monitor the school site and accommodation in particular health & safety matters and make recommendations to the Governing Body

COG (Chair), Mrs A Charlton, Mrs M Marshall, Mrs R Turner, Mrs C Young

(Invite Mr Barry Williams - Site Supervisor: Barry.williams@schools.sunderland.gov.uk)

SCHOOL IMPROVEMENT COMMITTEE (SISCo) (Quorum = 3) -open for all governors to attend.

Mrs A Charlton (Headteacher), Mrs S Johnson (Chair), Mrs C Young,
~~Mrs G Bramley,~~ Mrs M Marshall, Mrs A Dixon, Mrs K Noble

Senior Leadership Team to be invited to each meeting

POLICY REVIEW COMMITTEE (Quorum = 3) Not clerked

Mrs R Turner, Mrs G Bramley, Mrs C Young

To review general policy updates. Major changes, LA policies and new policies will be ratified by Full Governing Board.

Governors agreed to subscribe to the Governor training programme for 2021/22

Governors agreed Terms of Reference for Committees as attached
The Governor Support Team would act as Clerk to the Governing Board and its committees with the exception of the Policy Review committee.

GRINDON INFANT SCHOOL
TERMS OF REFERENCE – FINANCIAL MANAGEMENT

Part 1 - Summary

Full Governing Body

Must approve the first formal budget plan of the financial year

should consider a draft budget put together by the Headteacher/members of the Finance Committee

should decide priorities according to the agreed school plan

should approve all purchases of goods or services above the value as set out in part 2

should approve all virements above the value as set out in part 2

should retain an oversight of the school's budget position by either receiving appropriate financial reports or by approving the minutes of finance committee meetings where such matters have been discussed

Finance Committee

Should regularly monitor the progress of the budget using financial information supplied by the Headteacher, supplemented by Authority financial reports

should agree with the Headteacher, the type and depth of information to be provided to allow adequate budget monitoring

should approve all purchases of goods or services above the value as set out in part 2

should approve all virements above the value as set out in part 2

The Finance Committee will also wish to have some input into the preparation of the draft budget and will make recommendations to the full Governing Body regarding the initial school budget each year

NOTE – As this is a committee with delegated powers, a Clerk to the Committee should be appointed and feedback must be considered by the full Governing Body at a subsequent meeting

Headteacher

The Headteacher has delegated responsibility to incur expenditure on goods or services as set out in part 2.

The Headteacher can vire monies between budget codes up the value as set out in part 2

Shall regularly monitor the school's approved budget, taking action wherever necessary to ensure that the budget remains on course throughout the financial year. The Headteacher shall report significant variances to the Governing Body.

The Headteacher shall report to members of the Governing Body's Finance Committee on a termly basis and to the Governing Body as required. Such reports shall include a statement of the school's current budget position, as set out by governors.

Shall prepare draft information on the initial school budget and annual budget plan for consideration by the Finance Committee and Governing Body.

Part 2 – Financial Responsibilities chart

Task	Full Governing Body	Finance Committee	Head teacher	Admin. staff
Budget Management				
Draft initial budget		✓	✓	
Approve first budget plan	✓			
Monitor staffing budget			✓	
Monitor other budgets			✓	✓
Report on budget to governors (on a termly basis)			✓	
Report on deficit balances to LA via licensed deficit application			✓	
Report on surplus balances to the LA above the threshold, via a licensed surplus application			✓	
Report on budget to Head Teacher (monthly)				✓
Authorise virements up to a limit of £ 5000			✓	
Authorise virements up to a limit of £ 30,000		✓		
Authorise virements in excess of £30,000	✓			
Review financial management arrangements and delegation of powers at least annually	✓			
Exercise powers of the Headteacher where the Headteacher is absent			DHT	
Provide update to Finance Committee on income from external funding streams			✓	
Responsibility for the Financial Management Standards			✓ + Chair	
Risk Management				
Formally review risks on a regular basis			✓+DH	
Prepare risk management action plan			✓	
Consider risk management plan from time to time	✓			
Provide update to governors on progress of risk management action plan			✓	
Maintain risk management action plan			✓+DH	
Monitor progress of actions in risk management action plan	✓		✓+DH	
Purchasing goods or services				
Determine the internal distribution of capitation between departments within school			✓	
Generate orders				✓
Authorise orders up to a limit of £5,000			✓	
Authorise orders up to a limit of £30,000		✓		
Authorise orders exceeding £30,000	✓			
Obtain quotations for expenditure			✓	
Arrange Tenders				✓
Open Tenders			✓	
Take delivery of goods				✓
Process invoices for payment				✓
Income				
Collection of income				✓
Banking of income			✓	✓
Verification of bankings			✓	
Payroll & Personnel				
Approve appointments (in writing)			✓	
Verification of availability of finance for supply cover				
Approve supply cover (in writing)			✓	
Notify Education Personnel of starters, leavers, changes			✓	
Bank Account				
Sign cheques			✓ + DH	✓
Retain cheque book safely			✓	
Reconcile funds and submit regular reimbursement claims				✓
School Fund				
Appoint Treasurer			✓	
Arrange annual audit			✓	
Report audit findings to governors			✓	
Sign cheques			✓ + DH	✓
Security of Assets				
Maintain inventory				✓
Carry out checks against inventory at least annually				✓
Miscellaneous				
Maintain up to date data protection notification			✓	✓
Maintain software inventory showing licence details				ICT Co-ord
Ensure that all governors complete Pecuniary Interest forms on an annual basis			✓	✓

Shaded areas mean that it would not normally be considered appropriate for the task to be the responsibility of the person concerned

GRINDON INFANT SCHOOL

TERMS OF REFERENCE – EMPLOYMENT ISSUES

Part 1 - Summary

The Whole Governing Body

Should consider, and agree, a staffing structure (both teaching and non-teaching staff) put together by the Headteacher and management team.

The full Governing Body will take policy decisions relating to

- staffing complement and structure
- strategy to be followed in respect of a whole school pay policy
- the redundancy, grievance, disciplinary and capability procedures to be followed

The full Governing Body will determine the delegation of powers (where permissible) and the membership of the committees/selection panels with delegated powers.

The full Governing Body must accept the resignation of Headteacher and Deputy Headteacher and take the decision to proceed with such appointments. Ratification of the appointment of Headteacher and Deputy Headteacher is the responsibility of the full Governing Body.

The full Governing Body will perform duties as set out in part 2.

The Selection Panel

After the full Governing Body have considered the appointment of a Headteacher or Deputy Headteacher the Selection Panel will shortlist and interview for posts of Headteacher and Deputy Headteacher. Where determined by the full Governing Body the Selection Panel will consider advertisement, job description, person specification and timetable for such appointments. The Selection Panel will recommend a candidate for appointment to the full Governing Body.

The Personnel Committee

The Personnel committee shall be responsible for considering cases of staff discipline, dismissal, capability and grievance as set out in part 2.

The Personnel Committee will consider salary issues (including regrading) as set out in part 2.

Where determined by the full Governing Body the Personnel Committee will be responsible for the appointment of staff (see part 2)

Performance Management

There will be two or three appointed governors who are responsible for setting and reviewing performance management objectives for the Headteacher. These governors will then make a recommendation to the Personnel Committee regarding the annual pay award. The Headteacher will be responsible for all other performance management reviews in the school and will make a recommendation to the Personnel Committee regarding salary progression.

The Governing Body will also appoint a Review Officer responsible for hearing any complaints about the performance management process. This will be the Chair of Governors unless the Chair has been involved in the Headteacher's performance management review at an earlier stage. In these cases the Governing Body shall appoint one or more Review Officers.

Appeals Committee

The appeals committee will consider appeals against the decision of the initial personnel committee as set out in part 2

It is important to note that members of this committee must not have had any involvement in any matter connected to the original case e.g. at personnel/staffing committee level.
The Appeals Committee must consist of at least the same number of governors as the committee which originally considered the case.

Headteacher
The Headteacher shall perform duties as set out in part 2 where delegated to do by the full Governing Body.

The Headteacher shall have no involvement in consideration of his/her own salary or the appointment of his/her successor

Other than the Headteacher, governors who are employed at the school shall have no involvement in the consideration of any aspect of pay or appraisal of any school employee.

Part 2 – Personnel Responsibilities chart

Task	Full Governing Body	Personnel Committee	Appeals Committee	Head teacher
Appointment of Headteacher and Deputy Headteacher				
Accept the resignation of Headteacher/Deputy Headteacher	✓			
Set Headteacher/Deputy Headteacher salary	✓			
Determine advertisement/job spec./person spec/timetable for interview	✓			
Select governors to serve on appointments panel	✓			
Shortlist and interview for Headteacher and Deputy Headteacher		✓		
Ratify Appointments of Headteacher and Deputy Headteacher	✓			
Appointment of Teaching and Non-Teaching Staff				
Accept resignations of teaching and non-teaching staff (other than Headteacher or Deputy Headteacher)		✓		
Determine all matters relating to the appointment of teaching staff		✓		
Determine all matters relating to the appointment of non-teaching staff				✓
Staff Disciplinary/Dismissal/Grievance/Capability				
Adopt discipline, Grievance and Capability procedures	✓			
Issue verbal warnings to staff				✓
Issue first written warnings to staff		✓		
Issue final written warnings to staff		✓		
Suspend teaching and non-teaching staff		✓		
Suspend the Headteacher	Chair			
Consider cases of staff discipline/capability referred by the Headteacher		✓		
Consider grievances against staff initially investigated by the Headteacher		✓		
Consider cases of discipline or capability against the Headteacher		✓		
Consider grievances		✓		
Consider appeals against the initial committee's decision			✓	
Salary Issues				
Adopt pay policy	✓			
Hear recommendation from performance management governors re. salary of Headteacher		✓		
Make recommendations to the Initial committee re. Deputy Headteacher and other teaching staff				✓
Take decisions on teaching staff salaries each autumn term		✓		
Consider applications for non-teaching staff regrading		✓		
Consider appeals against the initial committee's decision			✓	
Redundancy Issues				
Adopt redundancy policy/procedure	✓			
Determine the number and category of staff to be reduced	✓			
Determine the criteria to be used in making a selection	✓			
Initial consultation with trade unions		✓		
Consider applications for voluntary redundancy		✓		
Select staff for redundancy according to agreed criteria		✓		
Consider representations from staff selected for redundancy		✓		
Hear appeals from staff affected by decision to reduce staff			✓	
General				
Consider changes to staffing structure		✓		
Consider requests for flexible working		✓		
Consider requests for career break		✓		
Determine membership of Initial and Appeals Committees	✓			
Review delegation of powers at least annually	✓			
Consider disclosure Code of Conduct				✓
External Visits Coordinator				✓

These terms of reference will be reviewed in the light of any subsequent changes in school governance regulations.