Reviewed on 26th March 2026

GRINDON INFANT SCHOOL

Headteacher: Andrea Charlton

Chair: Gillian Bramley (to review at the first meeting of the Autumn Term 2026) **(1 year)**

Vice-chair: Susan Johnson (to review at the first meeting of the Autumn Term 2026) **(1 year)**

CONSTITUTION OF GOVERNING BOARD (2012 Regulations) – 10 Members (term of office 4 years) with effect November 2019

LEA – 1: Ruth Turner
PARENT – 2: Adele Dixon, Sarah Leckenby
STAFF – 2: Andrea Charlton, Mollie Marshall
CO-OPTED–7: Gillian Bramley, Susan Johnson, Carolyn Young, Deborah Richardson, Daniel Ramshaw

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Governors Subject Responsibilities and Linked Staff

Area	Linked Governor
Safeguarding*	Gillian Bramley
Inclusion (SEND)*	Gillian Bramley
PSHE / RE	Susan Johnson
British Values / Citizenship	Carolyn Young
Attendance	Gillian Bramley
Humanities	Deborah Richardson
Science	Ruth Turner
English	Gillian Bramley
Maths	Ruth Turner
PE	Daniel Ramshaw
Art / Music	Susan Johnson / Mollie Marshall
Early Years	Adele Dixon
Wellbeing	Gillian Bramley
Computing (including Filtering and monitoring*)	Ruth Turner
Food and Nutrition	Sarah Lackenby

***Statutory Link Governor position (primary phase)**

AD HOC COMMITTEES/WORKING PARTIES

Policy Working Party* (***not clerked***)
Named Governors: **Ruth Turner, Gillian Bramley, Carolyn Young**

*Statutory, new or policies with major changes will be ratified by the Board. All other policies are delegated to the Headteacher.

LIST OF COMMITTEES

a) Resources and Personnel Committee

<table>
<tr><td>Chair: Chair to be elected at every meeting to aid experience and succession planning</td><td>Clerk: Together for Children</td></tr>
<tr><td rowspan="2">Membership:
Headteacher (where appropriate), Ruth Turner, Susan Johnson, Gillian Bramley and Carolyn Young
Committee supported by the School Business Manager except for Personnel issues
The Committee will be supported by the Site Supervisor for annual premises walks
Headteacher will not form part of the quorum on staffing issues such as Headteacher salary review, disciplinary etc…</td><td>Quorum: 3 Governors</td></tr>
<tr><td>Frequency: Termly (with elements to meet as required)</td></tr>
<tr><td colspan="2">The Resources and Personnel Committee will work closely with the Headteacher to discuss the following elements of governance:

- Finance and Audits - including review of draft SFVS
- Premises, including; Lettings, Risk Assessment, Health & Safety and Accessibility Plan (premises walkabout not clerked in the Summer term)
- Personnel, including Employment and Staff Discipline
- Equality

The following areas will meet as required:

- Complaints
- Selection Panel (HT/DHT Appointments) (including 1 governor with Safer Recruitment)
- Selection Panel (Teaching Staff) (Headteacher + 1 governor with Safer Recruitment)
- Headteacher Performance Management (Quorum 2 governors – Gillian Bramley and Susan Johnson) not clerked

• Governors with Safer Recruitment training: Gillian Bramley
• Site Supervisor – Mr D Lee
• School Business Manager: Gillian Charlton</td></tr>
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(b) Standards Committee

Chair: Chair to be elected at every meeting to aid experience and succession planning	**Clerk:** Together for Children
Membership: **Adele Dixon, Sarah Leckenby, Daniel Ramshaw, Deborah Richardson and Headteacher (where appropriate)** • Governors are not eligible for appeals unless they did not take part in original proceedings. **Susan Johnson and Gillian Bramley will hold a general invite to attend.**	**Quorum:** 3 Governors **Frequency:** Termly (with elements to meet as required)
The Standards Committee will work closely with the School Leadership Team and Curriculum coordinators to discuss the following elements of governance: - School Improvement Plan / SEF - Curriculum - Standards (including Data and Attendance) - Ofsted - Pupil Behaviour and restrictive interventions The following will meet as required: - Appeals from Resource and Personnel Committee - Pupil Discipline statutory elements: 15+, Exclusions and parental appeals to suspensions	

The Governor Support Team will act as Governance professional to the Governing Board and its committees unless otherwise stated.

Voting by proxy as granted within the Procedures Roles and Allowances Regulations 2013 at point 14 (8) has been agreed.

The Governing Board has adopted Terms of Reference for committees as attached.

TRAVEL & SUBSISTENCE ALLOWANCE *(as agreed 2003, last reviewed Autumn term 2021)*

Governors reaffirmed that a moratorium remained in place relating to the paying of governor expenses. **Governors agreed a policy not to pay expenses.**

Powers of Delegation

Both committees have delegated powers therefore feedback from the committees must be shared with the Governing Board at a subsequent Termly meeting.

Headteacher Performance Management

There will be two governors who are responsible for setting and reviewing performance management objectives for the Headteacher. These governors will then make a recommendation to the Resources Committee regarding the annual pay award if automatic progression is not applicable. The Headteacher will be responsible for all other performance management reviews in the school and will make a

recommendation to the Resources Committee regarding salary progression if automatic progression is not applicable. Information will be shared with the committee on automatic progressions for good practice and accountability.

The Governing Board 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 Board shall appoint another representative with no prior involvement in the process. **The Review Officer for this school is Ruth Turner.**

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.

Appeals

It is important to note that members of any appeal process must not have had any involvement in any matter connected to the original case considered or have any material, business or pecuniary interest in the case. These governors will not receive any paperwork related to the appeal. Any appeal must be heard by at least the same number of governors as the committee which originally considered the case. No staff member, other than the Headteacher will be invited unless called as a witness in proceedings.

Appeals will be heard by members of the Standards Committee.

Where there are no members of the Board eligible to attend an appeal due to interest declared, independent governors will be sourced from another school via the Governance Professional.

Grindon Infant School
Committee Terms of Reference

Financial & Risk Management Responsibilities Chart

Task	Responsibility of				
	Board	Resources and Personnel Committee	Head teacher	Admin Staff/ Business Manager	Standards Committee
Budget management					
Draft initial school budget			x	x	
Approve first budget plan		x			
Ratify annual budget	x				
Monitor staffing budget			x	x	
Monitor other budgets				x	
Review budget Termly		x			
Report on budget to Board (on a Termly basis)		x	x	Finance updates to be shared half-termly to Resources	
Report on deficit balances to LA via licensed deficit application			x		
Report on surplus balances to the LA above the threshold, via a licensed surplus application			x		
Report on variation of budget (Monthly – unless in deficit then fortnightly)				x	
Approve SFVS annually	x	Review	Prep initial		
Authorise virements up to a limit of £5,000			x		
Authorise virements up to a limit of £30,000		x			
Authorise virements in excess of £30,000	x				
Review financial management arrangements and delegation of powers at least annually	x				
Exercise powers of the Headteacher where the Headteacher is absent	Deputy Headteacher				
Provide update to Finance Committee on income from external funding streams			x	x	
Risk Management					
Formally review risks on a Termly basis		x	x	x	
Prepare risk management action plan			x		
Provide update to governors on progress of risk management action plan			x		
Monitor progress of actions in risk management action plan	x	x			
Purchasing goods or services					
Determine the internal distribution of capitation between departments within school			x		
Generate orders				x	
Authorise orders up to a limit of £1,000				x	
Authorise orders up to a limit of £5,000			x		

	Board	Resources and personnel Committee	Head teacher	Admin. Staff/ Business Manager	Standards Committee
Authorise orders up to a limit of £30,000		x			
Authorise orders in excess of £30,000	x				
Obtain quotations for expenditure			x	x	
Arrange Tenders			x	x	
Open Tenders			x		
Take initial delivery of goods				x	
Check goods against orders				x	
Process invoices for payment				x	
Income					
Collection of income				x	
Banking of income				x	
Verification of banking			x		
Payroll & Personnel					
Approve appointments (in writing) using appropriate documentation			x		
Verification of availability of finance for supply cover				x	
Approve supply cover (in writing)			x		
Notify Education Personnel of starters, leavers, changes				x	
Bank Account					
Sign cheques		Chair	x and DHT	x	
Retain cheque book safely				x	
Reconcile funds and submit regular reimbursement claims				x	
Arrange regular audit			x		
Report Audit findings to governors			x		
School Fund					
Appoint Treasurer (Needs to be minuted)		x			
Arrange annual audit				x	
Report audit findings to governors			x	x	
Sign cheques			x and DHT	x	
Security of Assets					
Maintain inventory				x	
Carry out checks against inventory at least annually				x	
Report inventory to governors from time to time				x	
Miscellaneous					
Maintain up to date data protection notification			x	x	
Maintain software inventory showing licence details (ICT Co-ordinator)				x	
Ensure that all governors complete Pecuniary Interests forms annually	x				
Purchase Card Authority up to £XXXX per month per card (£XXXX per day)			x	x	

Personnel Responsibilities chart

Task	Responsibility of				
	Board	Resources and Personnel	Standards Committee	Head teacher	
Appointment of Headteacher and Deputy Headteacher					
Accept the resignation of Headteacher/Deputy Headteacher	x				
Set Headteacher/Deputy Headteacher salary	x				
Determine advertisement/job spec./person spec/timetable for interview		x			
Select governors to serve on Resources Committee	x				
Shortlist and interview for Headteacher and Deputy Headteacher		x			
Ratify Appointments of Headteacher and Deputy Headteacher	x				
Appointment of Teaching and Non-Teaching Staff					
Accept resignations of teaching and non-teaching staff (other than Headteacher or Deputy Headteacher)				x	
Accept/decline resignations of teaching and non-teaching staff (other than Headteacher or Deputy Headteacher) when notice period not fulfilled		*x*			
Determine all matters relating to the appointment of Assistant Headteacher (if required)				x	
Determine all matters relating to the appointment of permanent teaching staff				x	
Determine all matters relating to the appointment of permanent support staff				x	
Appointment of temporary staff				x	
Appoint all support staff with contracts under 10 hrs				x	
Staff Disciplinary/Dismissal/Grievance/Capability					
Adopt discipline, Grievance and Capability procedures	x				
Issue verbal warnings to staff				x	
Issue first written warnings to staff				x	
Issue final written warnings to staff				x	
Suspend teaching and non-teaching staff				x & Chair	
Suspend the Headteacher	Chair / Vice chair				
Consider cases of staff discipline/capability referred by the Headteacher		*x*			
Consider cases of discipline or capability against the Headteacher		*x*			
Consider grievances against staff initially investigated by the Headteacher		*x*			
Consider termination of contract on grounds of medical capability		x			
Consider appeals against the Resource Committee's decision			*x*		
Salary issues					
Adopt pay policy	x				
Hear recommendation from performance management governors re. salary of Headteacher		*x*			
Make pay recommendations to the Resources Committee re: other teaching staff				x	
Take decisions on teaching staff salaries each Autumn term		*x*			
Consider Teaching Staff appeals against the Resources Committee's decision on pay issues			x		
Redundancy issues					
Adopt redundancy policy/procedure	x				

Determine the number and category of staff to be reduced	x				
Determine the criteria to be used in making a selection				x	
Initial consultation with trade unions				x	
Consider applications for voluntary redundancy		*x*			
Select staff for redundancy according to agreed criteria		*x*			
Consider representations from staff selected for redundancy		*x*			
Hear appeals from staff affected by decision to reduce staff			x		
General					
Review changes to the staffing structure		*x*			
Approve changes to the staffing structure	x				
Consider requests for flexible working		*x*			
Consider requests for career break		*x*			
Determine membership of Committees	x				
Review delegation of powers at least annually	x				
Deal with Code of Conduct declarations/disclosures of staff				x	
Approval and Monitoring External (Educational Visits) depending on the nature of the visit				x	

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