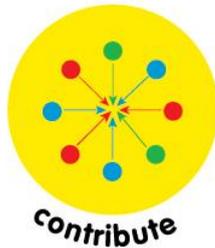


# TERMS OF REFERENCE

## Our School Vision

Thomas Buxton Primary School will work with everyone to create a **happy, safe** and **stimulating** setting where children are motivated to **learn together**. By maintaining high expectations of ourselves and each other, our children will be equipped to encounter **opportunities** and **challenges** with **resilience** and **determination**. We encourage a **curiosity** about the world and strive to ensure that our children will contribute **positively**, now and in the future.



**contribute**



**respect**

## Our School Values

### CREATE

**Contribute** We can all make this an exciting place to learn, discover and create.

**Respect** Treat everyone in our school equally, in everything we say and do.

**Enjoy** Celebrate our love of learning and recognise effort and achievement.

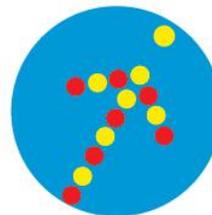
**Aspire** Aim high to ensure that everyone fulfils their potential.

**Team Work** Our collaborative culture ensures children, families and staff and learn together.

**Enquire** Ask questions, take risks, nurture curiosity and make discoveries.



**enjoy**



**aspire**



**enquire**



**team work**

## FINANCIAL RESPONSIBILITIES AND TERMS OF REFERENCE

This section looks in detail at the terms of reference for the *Governors*, committees and individuals with financial responsibilities.

- a) *Governing Body*
- b) *Finance, Premises and Resources Committee*
- c) *Committees with delegated financial responsibilities*

### a) GOVERNING BODY

Committees are responsible for decisions or recommendations of the *Governing Body* in accordance with Terms of Reference. All decisions made or actions taken must be reported to the full *Governing Body* at the following *Governing Body Meeting*. Committees are responsible for setting policies so that the management of the school can operate effectively. The monitoring role of the full *Governing Body* will be met by receiving reports from *Committees*.

#### General (applying to all Committees)

All *Governors* will be offered the opportunity to serve on committees. The *Chair of Governors* and *Headteacher* are *ex-officio* members of all committees.

The membership of each committee will be reviewed annually at a meeting of the full *Governing Body* at the start of the academic year.

The minimum number of *Governors* in each committee is three, including the *Chair* (who is invited to attend) and the *Head*. (Our aim is to achieve balanced representation of *Governors*). The quorum for meetings will be three voting members, including the *Head* or representative.

In addition *Governors* may co-opt other non-voting members on to committees.

Each committee will appoint a *Chair*, make arrangements for its own administrative support and hold meetings at least once per term, and otherwise as required.

Minutes of each committee meeting will be circulated to all *governors* at the time of the full *Governing Body* meeting (held twice a term). The *Chair* of the committee will present the minutes, briefly summarising the main points.

Terms of Reference may be altered after the agreement of the *Governing Body* at a full meeting.

The Governing Body of Thomas Buxton Primary School has overall responsibility for all the financial aspects of the School.

### **Governing Body Terms of Reference**

The full Governing Body of the School will meet once each term and otherwise as required. Its terms of reference are as follows:

- To agree constitutional matters
- To recruit new members as vacancies arise and to appoint new governors where appropriate
- To appoint or remove the Chair and Vice Chair
- To appoint or remove a Clerk to the Governing Body
- To establish the committees of the Governing Body and their terms of reference
- To appoint the Chair of any committee (*if not delegated to the committee itself*)
- To appoint or remove a Clerk to each committee
- To suspend a governor
- To decide which functions of the Governing Body will be delegated to committees, groups and individuals
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary
- To approve the first formal budget plan of the financial year
- To formally approve the school's pay policy on an annual basis
- To consider an annual report, including statistical information, on decisions taken in accordance with the terms of the pay policy
- To review all the school's other policies on an cyclical basis and formally agree amendments
- To review the delegation arrangements annually
- **To consider the Schools Financial Value Standard (SFVS).**
- **To approve expenditure and virements in excess of £25,000**

### **b) FINANCE, PREMISES AND RESOURCES COMMITTEE**

The Finance, Premises and Resources Committee will meet once each term and otherwise as required. Membership of the Committee shall be not less than three Governors plus the Headteacher. The quorum shall be three Governors, one of whom may be the Headteacher.

## Terms of Reference

The responsibilities of the Finance, Premises and Resources Committee are as follows:

- In consultation with the Headteacher, to draft the first formal budget plan of the financial year
- To establish and maintain an up to date 3 year financial plan where income data has been made available by the Local Authority
- To determine and review the school's financial policy, including the consideration of long term planning and resourcing
- To monitor expenditure against budget at least once each term and to report significant variances from the anticipated position to the Governing Body
- To ensure that the school operates within the Financial Regulations of the Local Authority and that the correct financial controls are in place
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body and ensure procedures are in place for their audit on an annual basis
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service level agreements and contracts
- To make decisions on expenditure following recommendations from other committees
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments
- To receive quotations and approve expenditure and virements between £15,001 and £25,000 in accordance with the principles of best value.
- To determine and review the charges for the letting of the school's premises, where appropriate
- To respond to audit reports on the management of the school's budget and its financial procedures
- To keep under review the pupil numbers for their effect on future budgets

### c) COMMITTEES WITH DELEGATED FINANCIAL RESPONSIBILITIES

#### Personnel

- To draft and keep under review the school's staffing structure in consultation with the Headteacher
- To oversee the appointment procedure for all staff
- To establish and review a Performance Management policy for all staff

- To monitor the effectiveness of all policies that relate to staffing matters and recommend changes as appropriate. This includes performance management, pay and equal opportunities
- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To make recommendations on personnel related expenditure to the Finance, Premises and Resources Committee
- To consider any appeal against a decision on pay grading or pay awards
- Make arrangements to ensure that selection panels are available at short notice for appointments that are not delegated to the Headteacher.
- To ensure that all staff employed by the School are covered by appropriate indemnity, line management and performance management procedures.
- To agree recruitment and selection procedures and the level of involvement by Governors in the appointment of staff. The Staffing Regulations state that appointments outside of the leadership group should usually be delegated to the Headteacher.
- To consider pay/grading issues - including implementation and review of the Pay Policy and the carrying out of an annual review of the School staff salaries.
- To ensure that arrangements are in place to carry out the Headteacher's annual performance review and that objectives are reviewed and agreed within prescribed time limits.

### Pay Committee

The Pay Committee has a membership of at least three governors (from all categories) and will meet no less frequently than once a year:

- To establish a Pay Policy for all categories of staff, in consultation with the Headteacher, staff and trade union representatives and to be responsible for its administration, annual review and presentation to the full Governing Body for approval
- To take decisions regarding the pay of the deputy and assistant Headteacher(s), classroom teachers and support staff following consideration of the recommendations of pay reviewers and the advice of the Headteacher
- To take decisions regarding the pay of the Headteacher following consideration of the recommendations of the governors responsible for the Headteacher's performance review
- To submit reports of these decisions to the Governing Body
- To ensure that the Headteacher is informed of the outcome of the decision of the Pay Sub-Committee and of the right of appeal.

In the event of an appeal against a decision of the Pay Committee an appeals committee will be formed consisting of three governors (from all categories) none of whom may be Governors who served on the committee whose decision is being appealed.

### Premises

- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises in liaison with the PFI Company responsible for the premises
- To oversee arrangements for repairs and maintenance in liaison with the PFI Company
- To make recommendations on premises related expenditure
- In consultation with the Headteacher, to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy and the consent of the PFI Company
- To establish and keep under review a costed Building Development Plan including a scheme of planned maintenance in liaison with the PFI Company
- To establish and keep under review an Accessibility plan
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To ensure that Governors' responsibilities are discharged in respect of litter under the Environmental Protection Act 1990.
- To accompany the Headteacher and Premises Manager in an annual inspection of the school's premises and grounds and prepare a statement of priorities for their maintenance and development to be presented to the Governing Body and the PFI Company.

### Hearings Committee

Membership of the Hearings Committee shall be not less than three Governors.

The Governing Body may nominate a pool of Governors from which three will serve as the Hearings Committee to consider particular cases. If a Governor has a connection with the member of staff or the pupil or the incident that could affect their ability to act impartially they should not serve at the hearing.

The Committee shall meet as required.

### Terms of Reference

- To make any determination to dismiss any member of staff (*unless delegated to the headteacher*)
- To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action
- To make any decisions relating to any member of staff other than the Headteacher, under the Governing Body's personnel procedures (*unless delegated to the Headteacher*)
- To make any determination or decision under the Governing Body's General Complaints Procedure for Parents and others
- To make any determination or decision under the Governing Body's Curriculum Complaints Procedure, in respect of National Curriculum disapplication, and the operation of the Governing Body's charging policy.

### Curriculum, Standards and Well-being Committee

The Curriculum, Standards and Wellbeing Committee will meet once each term and otherwise as required

### Terms of Reference

- To advise the Governing Body on the School's Curriculum Statement with reference to the LA Curriculum Statement and their statutory obligations regarding the National Curriculum.
- To receive reports from staff and Subject/Area/Phase Leaders about all matters to do with the curriculum.
- To review the policy and provision for collective worship and for Religious Education and make recommendations.
- To review the policy and provision for sex and relationships education and make recommendations.
- To review the policy and provision for drugs education and make recommendations
- To ensure that the requirements of the Disability Discrimination Act and of children with special needs (including those identified as Gifted and Talented) are met, and to receive reports from the nominated Access and Inclusion (formerly SEN) Governor.
- To ensure the requirements of the Race Equality Duty, Gender Equality Duty and the Duty to Promote Community Cohesion are met.
- To review the information about school performance required to be published under the Parents Charter.
- To contribute towards the School Improvement Plan.
- To review the policy on attendance and make recommendations.
- To review the policy on behaviour, and to advise the Governing Body on discipline and pastoral matters concerning pupils.

- To assist the Headteacher in the production of the school prospectus.
- To monitor review and ratify whole school policies
- To monitor SATS results and evaluate progression between Key Stages
- To analyse the school's RAISE-online report
- To be involved in the monitoring of achievement and assessment throughout school.
- To take an active role in the School Self Evaluation cycle, reviewing the School Self Evaluation Form (no longer a statutory requirement).

## Pupil Discipline Committee

### Terms of Reference

Membership of the Pupil Discipline Committee shall be not fewer than three Governors of which the Headteacher may not be one, nor may any Governor with prior knowledge of the pupil or the incident.

The Governing Body may nominate a pool of Governors from which three will serve as the Pupil Discipline Committee to consider particular exclusions. If a Governor has a connection with the member of staff or pupil or the incident that could affect their ability to act impartially they should not serve at the relevant hearing.

The Committee shall meet as and when required.

The responsibilities of the Pupil Discipline Committee are as follows:

- To consider representations from parents in the case of exclusions of 5 days or fewer. (*Pupil Discipline Committee may not re-instate.*)
- To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term. A meeting of the Pupil Discipline Committee is to be held between 6 and 50 school days after receiving notice of the exclusion.
- To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination. A meeting is to be held between 6 and 15 school days after receiving notice of the exclusion.
- Any items which individual governing bodies may wish to include.

## Appeals Committee

### Terms of Reference

Membership of the Appeals Committee shall be not fewer than three Governors of which the Headteacher may not be one, nor may any Governor with prior knowledge of the pupil or the incident.

The Governing Body may nominate a pool of Governors from which three will serve as the Appeals Committee to consider particular exclusions. If a Governor has a connection with the member of staff or pupil or the incident that could affect their ability to act impartially they should not serve at the relevant hearing.

The Governing Body may nominate a pool of Governors from which three will serve as the Pupil Discipline Committee to consider particular exclusions. If a Governor has a connection with the member of staff or pupil or the incident that could affect their ability to act impartially they should not serve at the relevant hearing.

The Committee shall meet as and when required

The responsibilities of the Appeals Committee are as follows:

- To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee.
- To consider any appeal against a decision short of dismissal under the Governing Body's personnel procedures (e.g. disciplinary, grievance, capability).
- To consider any appeal against selection for redundancy.
- Any items which individual Governing Bodies may wish to include.

## Headteacher's Performance Review Panel

### Terms of Reference

Membership of the Headteacher's Performance Review Panel shall be not fewer than two Governors of whom the Headteacher and staff governors may not be participants. The Committee shall meet as and when required, but at least twice per year.

The Responsibilities of the Headteacher's Performance Review Panel shall be as follows:

- To arrange to meet with the External Adviser to discuss the Headteacher's performance targets.
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually.

- To monitor through the year, the performance of the Headteacher against the targets.
- To make recommendations to the Finance, Premises and Resources Committee in respect of awards for the successful meeting of targets set.