

**The Finance, Buildings and Personnel Committee**

**CHAIR:** Mr J P Bailey

Terms of Reference:

- To ensure the school operates within the financial regulations of the County Council and the requirements of the DfE Financial Management Standard for Schools
- Receive actual budget share and agree a budget plan
- Monitor and determine spending patterns and consider spending proposals from other committees
- Consider and promote income generation
- Supplies budget (delegate to Headteacher for report to Governors as appropriate)
- Check the annual accounts of all voluntary funds held by the school (Friends of the School/Private School Fund etc.)
- Inspection/reporting repair and maintenance to buildings and grounds
- Major/minor improvements
- Tendering procedures
- Purchase and disposal of furniture and equipment
- Health and Safety issues, inspection and report and action (including completion of annual risk assessment)
- Headteacher/Deputy Headteacher appointments will be subject to consideration by the full Governing Body and if the appointment is delegated to the Committee will need to be endorsed by the full Governing Body
- Staffing Structure (budgetary implications submitted to Finance and/or First/Pay Review)
- Review temporary contracts on an annual basis
- Parental complaints.

*Meetings: termly, or each half term, planned to coincide with Oracle.*

*Disqualifications: when there may be a conflict of interest; a fair hearing is required; or a pecuniary interest.*

**Curriculum Committee**

**CHAIR:** To be appointed at the beginning of each meeting

Terms of Reference:

- To make recommendations to the Governing Body and review the school's curriculum statement and policies as required in the light of the LA curriculum statement and statutory obligations regarding the National Curriculum
- In collaboration with the staff to provide information about how the curriculum is taught, evaluated and resourced
- To review the policy and provision for sex education and to make recommendations where necessary
- To contribute to the School Development Plan
- Curriculum review
- To review the outcomes of national curriculum assessments and tests, of LA schools reviews and inspections by statutory agencies.

*Meetings: As and when required.*

## **Standards and Accountability Committee**

**CHAIR:** To be appointed at the beginning of each meeting

To advise the Governing Body about:

- The standards achieved by pupils
- The quality of teaching
- The effectiveness of performance management, including that of the Headteacher
- The progress made by the school since the last inspection.

Terms of Reference:

- To check that arrangements for staff review are in place and are being developed
- Act as Pupil Discipline Committee for Permanent/Fixed Term exclusions
- To monitor and review information about school performance and reporting to parents accordingly to statutory requirements
- To contribute to the School Development Plan
- Target setting and monitoring mechanisms
- To receive regular reports from the Headteacher about the progress and attainment of pupils, especially those pupils receiving additional funding through the premium, the quality of teaching and the effectiveness of performance management
- To review the Headteacher's performance on a termly basis
- To challenge the Headteacher's approach to performance management of all staff and the appropriateness of professional development
- To receive regular reports from the Headteacher about the school's progress from Ofsted areas for improvement and to evaluate the success of planned initiatives
- To establish, with the Headteacher, priorities for school improvement and monitor the progress which is made towards them
- To report termly to the whole Governing Body about standards, progress and the effectiveness of the Headteacher.

Meetings: *As and when required.*

## **First / Pay Review Committee**

**CHAIR:** To be appointed at the beginning of each meeting

Terms of Reference:

- To act in accordance with the Teacher's Policy (revised and agreed by the Governing Body annually) performance review/targets
- To make any decisions under the personnel procedures adopted by the Governing Body e.g. disciplinary, grievance, ill-health etc. where the Headteacher is the subject of the action
- Reducing staffing establishments.

Meetings: *Autumn term, plus as and when necessary.*

Disqualifications: *School staff. Pecuniary interest.*

## Appeals Committee

**CHAIR:** To be appointed at the beginning of each meeting

Terms of Reference:

- To consider any appeal against a decision to dismiss a member of staff made by the Headteacher
- To consider any appeal against a decision under the personnel procedures adopted by the Governing Body e.g. disciplinary, pay review etc
- To consider any appeal against selection for redundancy.

*Meetings: as and when required. Must have no fewer members than the First/Pay Review Committee.*

*Disqualifications: Headteacher. Any Governor who was involved in the hearing. Spouse/partner.*

### **Delegation to the Headteacher:**

School Staffing (England) Regulations 2009

Appointments:

- All temporary and permanent appointments of staff, both teaching and support staff below Deputy Headteacher;
- Supply cover;
- Leave of Absence – via Chair of Governors.

Dismissals:

- All staff (other than the Headteacher) unless exceptional circumstances exist.

## VIREMENT and EXPENDITURE LIMITS

Virement Limits		Expenditure Limits	
Limit set for Headteacher without prior written approval of Chair or Governing Body	£ 1,000	Any items of expenditure up to	£ 5,000
Limit set for Headteacher with approval from Chair of Governors	1,000 to 5,000	<ul style="list-style-type: none"> <li>• Above this limit if item was previously notified to the Governing Body.</li> <li>• <b>Prior Finance Committee or Chair of Governors approval (whichever is the soonest) to be sought outside of this limit and reported at the earliest opportunity.</b></li> </ul>	
<b>Prior Finance Committee or Chair of Governors approval (whichever is the soonest) to be sought outside of this limit and reported at the earliest opportunity.</b>			

**NB:** Any goods/services purchased and works to be carried out are subject to Durham County Council Contract Procedure Rules (January 2014) for quotations.

