

**DATE THIS SHEET UPDATED – updated February 2018**  
**CASTLETOWN PRIMARY SCHOOL**

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**COMMITTEE/INFORMATION SHEET**

**Chair** Mr K Bartley **Headteacher** Mrs J Lumsdon  
**Term of office** 1 year with effect from Autumn Term 2017  
**Vice Chair** Mr G Phillips  
**Term of office** 1 year with effect from Autumn Term 2017

The Chair and Vice-chair Positions will be reviewed at the first meeting of the full Governing Board in the new Academic Year

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**LINK GOVERNORS**

<b>Inclusion</b>	Mrs C Rodgerson
<b>Looked After Children</b>	Mr G Phillips
<b>Literacy</b>	Mrs J Stevens
<b>Numeracy</b>	Mr K Bartley
<b>Race Relations/Safer Recruitment</b>	Mr K Bartley
<b>Financial Management</b>	Mr K Bartley
<b>Foundation Subjects</b> History, Geography, RE, Science	Mr G Phillips
<b>ICT</b>	Mr R Morgan
<b>Anti-Bullying</b>	Mrs J Stevens
<b>EYFS</b>	Mrs L Campbell
<b>Pupil Premium</b>	Mr R Morgan
<b>Safeguarding</b>	Mr G Phillips
<b>GDPR</b>	Mr M Lawson

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School has reconstituted to 2012 regulations

**CONSTITUTION OF GOVERNING BOARD**  
**(All Governors 4 Year term)**

PARENT – 2 (1x vacancy)	STAFF – 2	LEA – 1	CO-OPTED- 7 (1x vacancy)
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**TRAVEL AND SUBSISTANCE POLICY**

Governors agreed not to adopt a policy

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**PERSONNEL COMMITTEE (*Quorum 3*)**

Mr R Morgan (Chair), Mrs C Rodgerson, Mrs J Smith, Mrs L Campbell

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**PERSONNEL APPEALS COMMITTEE** (*Quorum dependent on Personnel Comm.*)  
Must be at least the same number as Personnel Committee meeting where  
matter was previously considered

Mr K Bartley (Chair), Mr G Phillips,

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**PERFORMANCE MANAGEMENT GOVERNORS**  
(Responsible for the Annual Appraisal of Headteacher)

Mr R Morgan, Mrs C Rodgerson  
Review Officer: Mrs J Smith

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**PUPIL DISCIPLINE** (*Quorum 3*)

(Chair), Mr Lawson, Mr K Bartley, Mr S Beck, Mrs C Rodgerson

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**COMPLAINTS** (*Quorum 3*)

Mrs C Rodgerson (Chair), Mr K Bartley, Mrs J Smith,

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**FINANCES and PREMISES** (*Quorum 3*)

Mr K Bartley (Chair), Mrs L Fannon, Mr R Morgan, Mr M Lawson  
• *Mrs J Lumsdon (Headteacher) in attendance*

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**CHALLENGE GROUP**

Delegation to approve policies 16/66

Mr G Phillips (Chair), Mr K Bartley, Mr R Morgan

- *Open invite to all governors*
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The Governing Board **does not** subscribe to the Governors Training Programme.

The Governing Board **is not** affiliated to the Sunderland Governors Association.

**Voting by proxy as granted within the Procedures Roles and Allowances Regulations 2013 at point 14 (8) has been agreed (13/06/16)**



## Castletown Primary School

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### TERMS OF REFERENCE – PREMISES COMMITTEE

For this model to operate successfully, it is necessary for the Governing Board to have been involved in the preparation of the school development plan where short, medium and long term plans should be identified.

#### **Inspection of Premises**

Governing Boards are legally obliged to make regular inspections (at least annually) of school premises and report back to the Authority. It is recommended that this inspection is delegated to a committee. The areas to be considered would be:

- risk assessment
- health and safety
- need for internal and external improvements and repair

NOTE - As this is a committee with delegated powers, a Clerk to the Committee should be appointed and minutes of the findings at these inspections must be considered by the full Governing Board at a subsequent meeting.

#### **Lettings Policy/Community Education Policy**

The setting of policies is the responsibility of the full Governing Board. However, this could be upon the recommendation of a committee (e.g. the premises committee). The Headteacher would be responsible for the day-to-day management of such a policy.

#### **Allocation of budget share for premises-related expenditure**

The Governing Board would make the final decision but the committee could make recommendations in the light of their regular building inspection.

#### **Inventories**

Under LMS it is necessary to have an inventory of all equipment, furniture, plant, vehicles etc. and it is the responsibility of governors to ensure that this is carried out annually. It would be the Authority's recommendation that this is delegated to the Headteacher/management team of the school.

#### **Contracting work to be carried out**

Decisions relating to contracting work are covered in the Financial Management terms of reference. However, input from the Premises Committee may be considered useful where the contract is building related.



## **Castletown Primary School**

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### **TERMS OF REFERENCE – EMPLOYMENT ISSUES**

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#### **Part 1 - Summary**

##### **The Whole Governing Board:-**

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

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

The full Governing Board 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 Board.

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

##### **The Personnel Committee**

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

##### **The Initial/Standing Committee**

The Personnel/Staffing 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 Board the Personnel/Staffing 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/Staffing 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/Staffing Committee regarding salary progression.

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 one or more Review Officers.

##### **Appeals Committee**

The appeals committee will consider appeals against the decision of the initial personnel/staffing 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 Board.

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	Responsibility of				
	Full Governing Board	Personnel Committee	Appeals Committee	Head teacher	Initial Committee
<b><u>Appointment of Headteacher and Deputy Headteacher</u></b>					
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	✓				
<b><u>Appointment of Teaching and Non-Teaching Staff</u></b>					
Accept resignations of teaching and non-teaching staff (other than Headteacher or Deputy Headteacher)				✓	
Determine all matters relating to the appointment of Assistant Headteachers		✓		✓	
Determine all matters relating to the appointment of teaching staff				✓+ Gov	
Determine all matters relating to the appointment of non-teaching staff				✓+ Gov	
<b><u>Staff Disciplinary/Dismissal/Grievance/Capability</u></b>					
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	✓				
Consider cases of staff discipline/capability referred by the Headteacher					✓
Consider cases of discipline or capability against the Headteacher					✓
Consider grievances against staff initially investigated by Headteacher					✓
Consider appeals against the initial committee's decision			✓		
Consider termination of contract on grounds of medical capability		✓			
<b><u>Salary issues</u></b>					
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			✓		
Consider Honoraria payments		✓			
<b><u>Redundancy issues</u></b>					
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			✓		
<b><u>General</u></b>					
Consider requests for flexible working				✓	
Consider request for career break		✓			
Determine membership of Personnel and Appeals Committees	✓				
Review delegation of powers at least annually	✓				



## Castletown Primary School

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### TERMS OF REFERENCE – FINANCIAL MANAGEMENT

#### Part 1 - summary

##### **Full Governing Board**

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 Head Teacher, 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 Board 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 Board 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 Head Teacher shall report significant variances to the Governing Board.

The Headteacher shall report to members of the Governing Board's Finance Committee on a termly basis and to the Governing Board 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 Board.

## Part 2 – Financial Responsibilities chart

Task	Responsibility of				
	Full Governing Board	Finance Committee	Head teacher	Bursar	Admin. staff
<b><u>Budget management</u></b>					
Draft initial budget		✓	✓	✓	✓
Approve first budget plan	✓				
Monitor staffing budget		✓	✓	✓	
Monitor other budgets		✓	✓	✓	
Report on budget to governors (on a termly/ basis)		✓	✓		
Report on budget to Head Teacher (frequency termly)				✓	✓
Report on deficit balance to LA via licensed deficit application			✓		
Report on surplus balance to LA via licensed surplus application			✓		
Authorise virements up to a limit of £5,000.....			✓		
Authorise virements up to a limit of £10,000.....		✓			
Authorise virements in excess of £10,000.....	✓				
Review financial management arrangements and delegation of powers at least annually	✓				
Exercise powers of the Headteacher were the Headteacher is absent			DHT		
Provide update to Finance Committee on income from external funding streams	✓				
Responsibility for Financial Management Standards	✓				
<b><u>Risk Management</u></b>					
Formally review risks on a regular basis		✓	✓		
Prepare risk management action plan			✓		
Consider risk management plans from time to time		✓	✓		
Provide update to governors on progress of risk management action plan			✓		
Maintain risk management action plan		✓	✓		
Monitor progress of actions in risk management action plan	✓		✓		
<b><u>Purchasing goods or services</u></b>					
Generate orders			✓	✓	✓
Authorise orders up to a limit of £5,000			✓		
Authorise orders up to a limit of £10,000		✓			
Authorise orders exceeding £10,000	✓				
Obtain quotations for expenditure			✓	✓	
Arrange Tenders			✓	✓	
Open Tenders		✓	✓		
Take delivery of goods					✓
Process invoices for payment				✓	✓
Authorise invoice coding slips			✓	✓	✓
Authorise invoice batch control sheets			✓	✓	
<b><u>Income</u></b>					
Collection of income				✓	✓
Banking of income				✓	✓
Verification of bankings			✓	✓	
<b><u>Payroll &amp; Personnel</u></b>					
Approve appointments (in writing)			✓		
Approve supply cover (in writing)			✓		
Verification of availability of finance for supply cover			✓		
Notify Education Personnel of starters, leavers, changes			✓		
<b><u>Bank Account</u></b>					
Sign cheques			✓		
Retain cheque book safely			✓	✓	✓
Reconcile funds and submit regular reimbursement claims			✓	✓	✓
<b><u>School Fund</u></b>					
Appoint Treasurer		✓			
Arrange annual audit			✓	✓	
Report audit findings to governors		✓	✓	✓	
Sign cheques			✓		
<b><u>Security of Assets</u></b>					
Maintain inventory				✓	✓
Carry out checks against inventory at least annually			✓		
Authorise disposal of equipment (in liaison with LEA)			✓		
<b><u>Miscellaneous</u></b>					
Maintain up to date data protection notification			✓		
Maintain software inventory showing licence details			✓	✓	
Ensure that all governors complete Pecuniary Interest Forms on an annual basis	✓				