



# **EASTINGTON PRIMARY SCHOOL GOVERNORS**



**Terms of Reference: 2019-2020**

**Reviewed annually**

## **Statement of intent**

*'The Governing Body of Eastington Primary School recognises the importance of agreed terms of reference for all their working committees in order to meet their statutory obligations and act accordingly in line with Local Authority and DFE guidance'.*

## **Membership and Chairing**

All committees are required by the regulations to have a clerk appointed by the Governing Body. The committee will elect a chair from among the members of the committee. In the absence of the chair at a meeting the committee will elect any member to act as chairman for that meeting. Committees may invite non-governors to attend but in a non-voting capacity.

## **Voting and Quorums**

There needs to be a quorum of two Governors to hold a sub-committee meeting. If a vote is needed to make a decision at a sub-committee, there will be at least three Governors in attendance for the vote to take place. If there are less than three Governors present at a subcommittee vote, the decision will be referred to full governors/the next sub-committee meeting when enough Governors are in attendance. Only governors can vote and no vote may be taken at any meeting where Associate Members outnumber governors.

## **Minutes and Meetings**

Minutes of meetings will record those present, the date and any decisions, action points or recommendations. Any recommendations must be written in such a way as to offer the governing body a clear proposal or alternatives to debate and decide upon. Minutes will be circulated to all members of the full Governing Body 2 weeks prior to a full Governing Body meeting. The sub-committees will meet some weeks in advance of each Full governors' meeting and at other times as they see fit. Meeting dates will be made known to all members at the beginning of each academic year.

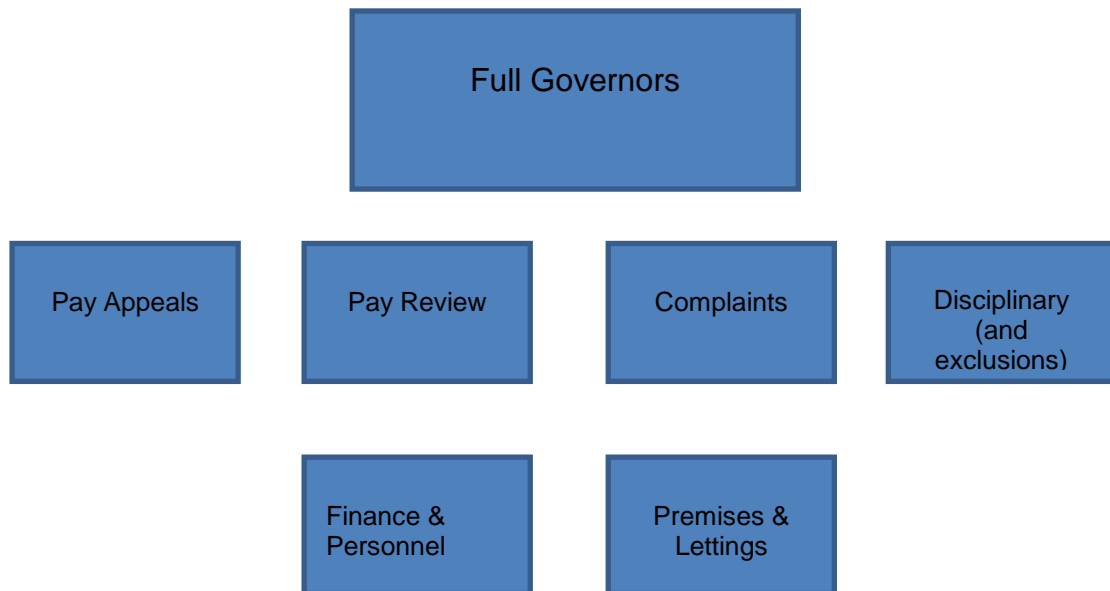
## **Functions**

The sub-committees will consider matters as set out in its terms of reference or as requested by the Governing Body, taking advice as appropriate. Each sub-committee will recommend the powers that should be delegated to it by the Governing Body. The Governing Body will modify and approve these powers as it sees fit and the delegated powers will then form part of the terms of reference for that committee. For committees other than the *Finance and Personnel* – any decisions which require a spending commitment over and above agreed budget provision must be referred to the *Finance and Personnel* Committee. The Finance and Personnel Committee chair should also check before committing expenditure to ensure that there is no change in the financial position.

## **Procedures and Training**

The membership of the committees (full and sub) will be determined at the first meeting of the governing body in the autumn term. Vacancies will be filled at the first available governors' meeting. The terms of reference of the committee will be reviewed annually at the first full governor meeting. The normal procedures and regulations of the Governing Body also apply to its committees. Members of the committee should take steps to maintain and develop their knowledge and skills, for example by attending appropriate training.

## Eastington primary School - Structure of committees



***Individual names of committee members are available from the school office***

Following a review process, the Governing Body of Eastington Primary agreed to provide a structure for their working committees to support their work as members of a full Governing Body.

### ***Terms of reference for sub committees (working groups)***

1. The Chairperson for the committee will be elected at the first meeting of the Year. In the absence of the chairperson at a meeting the committee will elect any member to act as chairperson for that meeting.
2. A Quorum for the committee is two.
3. Meetings will be arranged according to the needs of the school, but at least once a term.
4. Minutes of meetings will be circulated to all members of the committee and to all governors with the agenda of the next full governor's meeting.

### **The Context**

Given that many of the decisions are inextricably linked, Eastington Primary School Governors sought to enhance their role and responsibilities in a more effective and efficient way. Their role as governors could be improved by amalgamating some of the working sub committees.

## **FINANCE AND PERSONNEL**

*(specific to financial considerations)*

1. To prepare and review financial policy statements.
2. To provide guidance and assistance to the Headteacher and governing body on financial matters.
3. To provide and monitor longer term financial plans (3 Year Plan) having regard to roll projection and signals from DfE and the LA regarding future years' budgets.
4. In consultation with the Headteacher to consider the school's income and to draft the first formal budget in the financial year for the Governing Body.
5. To monitor spending against budget.
6. To monitor expenditure of all voluntary funds held by the school. To discuss and recommend the Audit of unofficial funds to the Governing Body.
7. To authorise the signing of Budget Plans and reports to the LA.  
[Where appropriate]
8. To assist the headteacher/Governing body in dealing with personnel in determining salary levels for individual posts.
9. To act in accordance with the school's Schedule of Delegation.
10. To advise the Governing Body on such matters as the budget needed to run the school in accordance with statutory requirements and the School Development/Improvement Plan
11. To ensure the governing body's financial actions are in accordance with legislation, other statutory requirements and the LA's financial regulations prioritising on major items of expenditure, the purchasing of goods and services in the context of best value requirements generating additional income.
12. To regularly monitor the budget within budgetary control procedures (SVFS) and report to the Governing Body

*(Specific to personnel considerations)*

1. To draft and review the school's Pay Policy, including criteria relating to the use of discretionary elements for pay provisions, and to make recommendations to determine salary levels for individual posts in accordance with the Pay Policy
2. To review the Performance Management Policy and monitor its implementation.
3. To liaise with the finance committee to establish the annual and longer term salary budgets and other costs relating to personnel, e.g. training.
4. To review the staffing structure as necessary.
5. To recommend to the Governing Body staff selection procedures and to review these procedures as necessary. The Headteacher has been delegated responsibility to lead the process of making staff appointments outside the leadership group (i.e. other than the Headteacher/Deputy Headteacher) and for making initial dismissal decisions. Whenever possible a suitable governor will be involved in selection procedures.

6. To review and recommend for adoption by the governing body procedures for dealing with staff discipline and grievance and ensure that the staff are informed of them.
7. Should the need arise, to draft, in consultation with staff, criteria for redundancy, for approval by the Governing Body.
8. To liaise closely with the LA's Human Resources/Personnel Relations Dept. at Shire Hall, Glos.
9. To provide guidance and assistance to the Headteacher, staff and governors on personnel matters.

### **Further information on areas of responsibility**

- advise the Governing Body on the complement of staff;
- ensure the appropriate procedures are adhered to regarding the setting of the delegated budget and all financial matters in line with LA guidance and reported to the Governing Body
- discuss and implement a 3 Year Budget Plan following agreement by the Governing Body
- ensure disciplinary rules and procedures are established
- ensure appropriate arrangements for hearing and grievances
- advise the Governing Body on the dismissal of staff

### **Delegation of legal responsibilities**

- make appropriate arrangements for the appointment of staff, having regard to any LA procedures, Governing Body policies and Employment legislation, for example, Equal Opportunities (staff selection policy and requirements of 'Safe Recruitment Procedures).
- ensure the allocated budget is discussed and recommendations are made to the Governing Body for acceptance having regard to any LA procedures
- ensure that all Self Review procedures are adhered to (FMSIS) regarding all financial matters and report to the Governing Body

## **PREMISES AND LETTINGS**

1. To provide support and guidance for the Headteacher on all matters relating to the school premises and grounds, security and health and safety.
2. To monitor and support the revision of policies related to the above such as H&S Policy, the the Accessibility Plan etc.
3. To inspect the premises and grounds internally/externally annually to identify issues propose the order of priorities for maintenance and development.
4. To approve the costs and arrangements for repairs, maintenance and redecoration within the budget allocation and to oversee the preparation and implementation of contracts.
5. To be aware of the respective responsibilities of Governing Body and LA in relation to premises, to ensure that the LA is informed of any matters for which it has responsibility, and to monitor such issues in order to ensure that appropriate action is taken.

6. To discuss and adhere to the recommendations from the annual premises survey (conducted by the LA) and report on same to the Governing Body; and to ensure that the school complies with health and safety regulations.
7. To report the main findings of other surveys/inspections, such as fire safety and asbestos, to the Governors and ensure that action is taken as appropriate.
8. To seek advice from the LA as appropriate.
9. To ensure the discharge of governors' responsibilities regarding litter and waste under the Environmental Protection Act 1990.
10. To prepare a lettings and charges policy for the approval of the Governing Body and to monitor and evaluate the implementation of that policy.
11. To consider and make recommendations on risk management and insurance arrangements with regard to vandalism and other premises related matters.

### **Further information on areas of responsibility**

- planning and agreeing priorities for internal repair and maintenance and reporting back to the Governing Body. Review the LA 's planned programme of works for the school and consider all aspects that ensures educational and operational provisions are met and report to the Governing Body
- monitoring progress of an internal repair and maintenance programme through occasional inspection and reporting back to the Governing Body.
- monitoring the state of external premises and reporting back to the Governing Body (e.g. hard surface play areas, trim trail, grassed area, car parking provision and the school field)

### **Delegation of legal responsibilities**

- ensure employment legislation (statutory requirement) is posted publically within the building and staff are aware of its position for reference
- ensure that fire and safety regulations are met and adhere to the recommendations from any inspection by the LA, H&S executive or Fire Service and report to the Governing Body
- any job involving Health and Safety or School Closures should be carried out immediately by the school, without reference to the sub-committee. In this circumstance the LA will be informed.
- formulate and recommend an agreed policy for Premises & Lettings to the Governing Body

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