



## Merrydale Infant School Terms of Reference 26<sup>th</sup> Sept 2023

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

The Governing Body will take a strategic role, act as a critical friend to the school and be accountable for its decisions. It sets aims and objectives and reviews, agrees and monitors policies, targets and priorities.

Governing Body meetings Minutes are available to the public.

In the event of a tied vote the Chair or Acting Chair/Vice Chair will have a second or casting vote.

The full governing body decides all policy matters concerning the management of the school, taking into account the requirements of legislation.

The governing body may delegate any of its statutory functions to a committee, a governor or to the headteacher:

## **The Governing Body will:**

- o Hold at least 3 meetings per year. 2023-2024
- o Appoint or remove the clerk
- o Elect a Chair and Vice Chair
- o Advise all parents of any parent governor vacancies, all staff of staff governor vacancies and to appoint community governors
- o Annually adopt the Self Evaluation Form. ( non- statutory)
- o Set dates of meetings for the year ahead
- o Note term dates for the academic year
- o Receive Head teacher reports at least 3 times a year.
- o Review and monitor examination test results
- o Review the level of exclusions
- o Monitor attendance of pupils/staff/governors
- o Review, adopt and monitor a Freedom of Information Policy
- o Agree Curriculum plans
- o Set pupil performance targets via the head teacher's performance management.
- o If required, consider the suspension of a governor
- o Provide induction for new governors

- o Encourage governors to visit the school and to review, adopt and monitor a governors' visit policy and feedback procedure
- o Review, adopt and monitor the procedures for dealing with complaints from parents/carers
- o Review, approve and monitor the School Improvement Plan
- o Annually elect governors for the following responsibilities:-  
SEN, Looked After Children, Child Protection and Health and Safety
- o Ensure at least 2 governors are appointed and trained to complete the Headteacher's Performance Management
- o Maintain and update annually a file of pecuniary interest declarations
- o Review, adopt and monitor a governors' expenses policy and curriculum policy
- o Review annually the delegation of functions and committee structure
- o Organise support and training for governors

Merrydale Infants School.

## Terms of reference for the Finance Committee of

**Governors.** The Finance & Personnel Sub-Committee is responsible for:

- a. Establishing a timetable for budget preparation allowing adequate resources including time for planning, consultation, and review and to meet LA deadlines for submission of relevant documentation.
- b. Preparing the annual budget with the Headteacher, for consideration by the Full governing Body. This will be dealt with during the summer term Agenda.
- c. Considering other policies of the school where there is a financial implication.
- d. Advising the Full Governing Body where those policies are in conflict with maintaining sound financial records, procedures and management.
- e. Receiving from the Headteacher, a report on a termly basis, in a suitable format, the current financial position of the school. The report should estimate the outturn for the current financial year. The outturn reports are also to be submitted to the LA.
- f. Authorising any agreement to the terms of any proposal to sublet any part of the site or buildings.

g. Monitoring school financial practice and progress against the current Improvement Plan on Governor's Monitoring Day through

- Questioning
- Sampling
- Audit trail
- Overseeing actions following report by the Audit department

Powers of the Committee:

Members will act on behalf of and/or represent the Full Governing Body by considering decisions relating to finance.

All requests from governors for financial information are to be made through the Finance & personnel Sub-Committee. The response to any request will be returned via that committee to ensure that all relevant governors have equal access to the same information.

At least annually, the Committee will monitor the current budget plan against the objectives outlined in the School Improvement Plan. This will be achieved by way of a specific item on the agenda at a meeting of that committee.

Purchasing. For any item of expenditure exceeding £20,000 (or a series of items where their combined

value would exceed this amount), tenders will be invited by the Finance & Personnel Sub-Committee and presented to a future Governors' meeting. Invoice certification above £10,000 will need the approval of a member of the Finance Sub-Committee.

For any item of expenditure or a series of items where their combined value is over £10,000, three written quotations must be obtained before an official FMS6 purchase order is placed. The exceptions to this requirement are:

- i) Where the purchases are required in an emergency and oral quotations are sought which should be recorded in writing.
- ii) Where it is not in the school's financial interests or it is impossible to obtain written or oral quotations.

The Finance & Personnel Sub-Committee shall review all quotations above the sum of £10,000.

The Committee will monitor the Budget and review pay and financial procedure, as outlined in the Governors' Annual Planner. Virements between Cost centres will be presented for approval at the next Governing Body meeting.

#### Membership of the Finance Sub-Committee

- Membership must be from elected members of the Full Governing Body.
- Membership will be voted annually, as an agenda item for the Autumn Term meeting of the Full Governing Body. This will be managed by the Chair of that meeting.

- The membership will be 3 members plus Headteacher; the Quorum will be 3.

The committee will report back to governors at the next meeting of the full Governing Body. The full Governing Body will not enact the business of the Finance Committee. Minutes will be recorded.

Discussion of these minutes will be an Agenda item for the termly Governors' meeting, and will be managed by the Chair.

Frequency and timing of meetings will be as required, but at least than once a term. These meetings will be held in school prior to the full Governing Body meetings.

Financial business may be dealt with by letter, telephone or e-mail, provided that this is properly recorded, circulated to all members of the committee, copied to the office and records are filed in the Minute file.

Review of these Terms of Reference will be on an Annual basis.

## Pay & Personnel Sub-Committee

### Terms of Reference

The Governing Body will delegate its pay powers to a Pay & Personnel Sub-Committee. The terms of reference will be determined from time to time by the Governing Body. The current terms of reference are:

#### Powers of the Committee in Brief:

Members will act on behalf of and/or represent the Full Governing Body by considering decisions relating to pay and personnel. The Committee will monitor and review pay procedures.

The Governing body has determined the following outline of the duties and responsibilities of this committee:

#### Pay & Personnel Sub-Committee

- i) The appointment of employees.
- ii) The termination of employee's contracts.
- iii) Variations to an employees contract including promotion, demotion and amendments to hours.
- iv) Job evaluation including variation to job description and person specification.
- v) Decisions directly related to restructuring of the schools staffing structure

Arrangements for reporting back will be by presentation of the minutes of the Pay and Personnel Committee to the next meeting of the Governing Body. Minutes will be recorded. Discussion of these minutes will be an Agenda item for Governors' meeting, and will be managed by the Chair.

### Pay Committee

1. Apply fairly all areas of pay as identified in the policy, and the Leicester Approved Pay Structure, including the discretionary elements.
- 2 . On an annual basis, in line with agreed timetable, carry out salary reviews for teaching staff in line with performance reviews as per the appraisal policy.
3. Determine salary, at the time of first appointment, for all new staff.
4. Ensure that all statutory and contractual requirements are complied with.
- 5 . Ensure that full and accurate records of decisions are kept.
- 6 Ensure that the Headteacher/Principal/Service Manager advises staff in writing about the outcome of the pay reviews.

7 Make decisions in relation to the restructuring of the school staffing structure. (in line with the Restructuring Policy)

The quorum for all meetings is at least three Governors that are not staff governors and minutes will be recorded.

There will be a further three independent Governors should there be an appeal and if necessary, support will be sought from another establishment.

The Governing Body agrees the school budget and will ensure that appropriate funding is allocated for performance pay progression on all levels. The Governing Body recognises that funding cannot be used as a criterion to determine Upper Pay Range progression.