



FULWELL INFANT SCHOOL ACADEMY

TERMS OF REFERENCE – EMPLOYMENT ISSUES

Part 1 -Summary

Whole Governing Body:-

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

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

The full Governing Body must accept the resignation of Head Teacher and Deputy Head Teacher and take the decision to proceed with such appointments. Ratification of the appointment of Head Teacher and Deputy Head Teacher is the responsibility of the full Governing Body.

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

Selection Panel

After the full Governing Body have considered the appointment of a Head Teacher or Deputy Head Teacher, the Selection Panel will shortlist and interview for posts of Head Teacher and Deputy Head Teacher. Where determined by the full Governing Body the Selection Panel will consider advertisement, job description, person specification and timetable of such appointments. The Selection Panel will recommend a candidate for appointment to the full Governing Body.

Personnel Committee

Shall be responsible for considering cases of staff discipline, dismissal, capability and grievance as set out in part 2.

Will consider salary issues (including regarding) as set out in part 2.

Where determined by the full Governing Body the Personnel Committee will be responsible for the appointment of staff (see part 2).

Performance Management

There will be two or three appointment governors who are responsible for setting and reviewing performance management objectives for the Head Teacher. These governors will then make a recommendation to the Personnel Committee regarding the annual pay award. The Head Teacher will be responsible for all other performance management reviews in the school and will make a recommendation to the Personnel Committee regarding salary progression.

The Governing Body 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 Head Teacher's performance management review at an earlier stage. In these cases the Governing Body shall appoint one or more Review Officers.

Appeals Committee

The Appeals Committee will consider appeals against the decision of the initial Personnel 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 eg at Personnel Committee level.

The Appeals Committee must consist of at least the same number of governors as the committee which originally considered the case.

Head Teacher

The Head Teacher shall perform duties as set out in part where delegated to do by the full Governing Body.

The Head Teacher shall have no involvement in consideration of his/her own salary or the appointment of his/her successor.

Other than the Head Teacher, 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	Full Governing Body	Personnel Committee	Appeals Committee	Head Teacher	Selection Panel
APPOINT OF HEAD TEACHER & DEPUTY HEAD TEACHER					
Accept the resignation of Head Teacher / Deputy Head Teacher	✓				
Set Head Teacher / Deputy Head Teacher salary	✓				
Determine advertisement/job spec/person spec/timetable for interview					✓
Select governors to serve on appointments panel	✓				
Shortlist and interview of Head Teacher and Deputy					✓
Ratify Appointments of Head Teacher and Deputy / Head Teacher	✓				
APPOINT OF TEACHING AND NON TEACHING STAFF					
Accept resignations of teaching and non-teaching staff (other than Head Teacher or Deputy Head Teacher)				✓	
Determine all matters relating to the appointment of Assistant Head Teachers					✓
Determine all matters relating to the appointment of teaching staff				✓	✓
Determine all matters relating to the appointment of non-teaching staff		✓		✓	
STAFF DISCIPLINARY / DISMISSAL / GRIEVANCE/CAPABILITY					
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				✓+Chair	
Suspend the Head Teacher	Chair				
FMSIS Update					
Consider cases of staff discipline / capability referred by the Head Teacher		✓			
Consider cases of discipline or capability against the Head Teacher		✓			
Consider grievances against staff initially investigated by the Head Teacher		✓			
Consider appeals against the initial committee's decision			✓		
Consider termination of contract on grounds of medical		✓			
SALARY ISSUES					
Adopt pay policy	✓				
Hear recommendation from performance management governors re salary of Head Teacher		✓			
Make recommendations to the initial committee re Deputy Head Teacher and other teaching staff				✓	
Take decisions on teaching staff salaries each autumn term		✓			
Consider applications for non-teaching staff regarding		✓			
Consider appeals against the initial committee's decision			✓		
Consider honorarium payments		✓		✓	

REDUNDANCY ISSUES					
Adopt redundancy policy/procedure	✓				
Determine the number and category to 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			✓		
GENERAL					
Consider changes to staffing structure		✓			
Consider requests for flexible working		✓			
Consider requests for career break		✓			
Review delegation of powers at least annually	✓				

FULWELL INFANT SCHOOL ACADEMY

TERMS OF REFERENCE- FINANCIAL MANAGEMENT

Part 1 -summary

Full Governing Body

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 the Finance & Premises Committee meetings where such matters have been discussed.

Finance & Premises Committee

should regularly monitoring the budget using financial information supplied by the Head Teacher, supplemented by Authority financial reports.

should agree with the Head Teacher, 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 & Premises committee will also wish to have some input into the preparation of the draft budget and will make recommendations to the FGB 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 minutes must be considered by the full Governing Body at a subsequent meeting.

Head Teacher

the Head Teacher has delegated responsibility to incur expenditure on goods or services as set out in part 2;

the Head Teacher 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 Body;

shall report to members of the Governing Body's Finance & Premises Committee on a termly basis and to the Governing Body as required. Such report 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 & Premises Committee and Governing Body.

Part 2 – Financial Responsibilities Chart

	FGB	F&P Com	HT	DHT	Admin
BUDGET MANAGEMENT					
Draft initial school budget		✓	✓		✓
Consider draft budget plan and make recommendations to FGB		✓			
Approve first budget plan	✓				
Monitor staffing budget		✓	✓		
Monitor other budgets		✓	✓		
Report on budget to Head Teacher					✓
Report on budget to GB termly			✓		✓
Authorise virements up to a limit of £10,000			✓		
Authorise virements in excess of £10,000 up to £25,000		✓			
Authorise virements in excess of £25,000	✓				
Review financial management arrangements and delegation of powers at least annually	✓				
Exercise powers of the Head Teacher where the Head Teacher is absent				✓	
Provide update to Finance Committee on income from external funding streams			✓		✓
Responsibility for SFVS		✓	✓		
RISK MANAGEMENT					
Formally review risks on a regular basis	✓				
Prepare risk management action plan			✓		
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	✓				
PURCHASING GOODS OR SERVICES					
Determine the internal distribution of capitation between departments within school			✓		
Generate orders					✓
Authorise orders up to a limit of £10,000			✓		
Authorise orders exceeding £10,000 up to a limit of £25,000		✓			
Authorise orders exceeding £25,000	✓				
Obtain quotations for expenditure			✓		✓
Arrange Tenders			✓		✓
Open Tenders		✓			✓
Take delivery of goods					✓
Process invoices for payment					✓
INCOME					
Process invoices for payment					✓
Collection of income including school fund					✓
Banking of income including school fund					✓
Verification of bankings			✓		
PAYROLL & PERSONNEL					
Approve appointments (in writing)			✓		
Approve supply cover (in writing)			✓		
Verification of ability of finance for supply			✓		
Notify Education Personnel of starters, leavers, changes			✓		✓
BANK ACCOUNT					
Sign cheques			✓	✓	✓
Retain cheque book safely					✓
Reconcile funds and submit regular reimbursement					✓

claims					
SCHOOL FUND					
Appoint Treasurer		✓			
Arrange annual audit			✓		
Report audit findings to governors			✓		
Sign cheques			✓		✓
SECURITY OF ASSETS					
Maintain inventory			✓		✓
Carry out checks against inventory at least annually			✓		✓
MISCELLANEOUS					
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			✓		✓