



CAMESTONE SCHOOL

Finance, Personnel & Buildings Sub-Committee

Terms of Reference

Membership The committee shall consist of a minimum of four governors (one being the Headteacher). The committee may co-opt associate (non-voting) members when appropriate.

Quorum The quorum will be three members, which may include the Headteacher or his/her substitute

Meetings The committee shall meet once each half-term as a minimum.

Decision Making The Committee will operate within the adopted Scheme of Delegation for committees which is approved annually by the Full Governing Body (attached)

1. The chair and vice chair of the committee to be elected at the first meeting following the first Full Governing Body meeting of the new academic year.
2. To provide guidance and assistance to the Headteacher and the Governing Body in all matters relating to budgeting and finance.
3. To ensure a quality standard of financial management in school.
4. To review financial policy and consider financial planning over short and longer terms.
5. To identify annual priorities and present the annual budget to the full Governing Body for approval.
6. To receive regular reports on the School's income and expenditure set against the annual budget plan and to use such reports to inform budget changes where necessary.
7. To provide information on the School's budget to be included in the School Profile.
8. To ensure that all procedures relating to recruitment, selection and appointment of staff are in place and scrutinised annually to ensure compliance with any changes of legislation.
9. To monitor arrangements for performance management and ensure that the School follows its policy and agreed practices.
10. To report appointments of staff to the full Governing Body.
11. To receive reports from the Headteacher about staff changes and any adaptations to job descriptions.
12. To monitor the programme of professional development and to evaluate its usefulness in supporting the School's aims for improvement.
13. To provide guidance and assistance to the Headteacher and the Governing Body in all matters with regard to buildings, health and safety
14. To review health and safety statements annually and to plan for improvements over short and longer terms.
15. To receive regular reports on the School's building as an asset and on its condition and suitability and to use such reports to inform planned changes where necessary.
16. To meet termly to consider the impact of the building and health and safety issues on the education and well-being of staff and pupils.
17. To understand and keep track of expenditure in allocated budgets.

18. To annually review the School's progress towards reaching its objectives in terms of accessibility and to continue to plan for such improvements that are necessary to enable the School to become more inclusive.
19. To identify annual priorities as part of the School Improvement Plan and present them to the Governing Body for approval.



Camestone School

Governing Body Scheme of Delegation

Background

A well organised governing body can spread its workload by setting up committees and delegating tasks to these committees, or in some instances to individuals. Governing bodies are accountable in law for all major decisions about the school and its future. However, this does not mean that they are required to carry out all the work themselves. For example; governing bodies have a responsibility to ensure that their schools have a pay policy, but they would not be expected to draft it themselves. This task can be delegated to a member of the school staff or the governors could use a model policy produced by the local authority. The governors will then discuss and amend/endorse and adopt the policy as necessary. The same principle can be applied to the production of any required policy.

The following principles apply:

The governing body is responsible for the strategic direction of the school

Committees can be given delegated authority to make decisions, monitor, evaluate and review particular plans, policies and targets. The head and staff play the major role in formulating plans, policies and targets to bring to committees or to the governing body for discussion prior to adoption by the full governing body.

The head is responsible for internal organisation, management and control of the school and is accountable to the governing body.

Although decisions may be delegated, the governing body as a whole remains responsible for any decision made under delegation.

Camestone School

Each individual committee to which functions are delegated at Camestone School has a Terms Of Reference that is reviewed annually by the Full Governing Body.

The Camestone School Scheme of Delegation should be used alongside the Full Governing Body and Committee Terms of Reference to clarify the decision making powers

This Schedule also shows to which level the Governing Body may legally delegate functions.

KEY

Level 1: Full governing body

Level 2: A committee of the governing body

Level 3: An individual governor

Level 4: Headteacher.

Column blank: Action could be undertaken by this level.

Column blocked off: Function cannot be legally carried out at this level.

Key Function	Tasks	Decision Level			
		1	2	3	4
Budgets	To approve the first formal budget plan each financial year	✓	✓		
	To monitor monthly expenditure.		✓	✓	✓
	To establish a charging and remissions policy	✓	✓		✓

	Miscellaneous financial decisions	✓	✓		✓
	To enter into contracts (GB may wish to agree financial limits)	✓	✓		✓
	To make payments	✓	✓		✓
Staffing	Headteacher appointments (selection panel)	✓			
	Deputy appointments (selection panel)	✓			
	Appoint other teachers	✓	✓		✓
	Appoint non teaching staff	✓	✓		✓
	Agree a pay policy	✓	✓		
	Pay discretions	✓	✓		
	Establishing disciplinary/capability procedures	✓	✓		
	Dismissal of headteacher	✓			
	Dismissal of other staff	✓			
	Suspending head	✓			
	Suspending staff (except head)	✓	✓		✓
	Ending suspension (head)	✓			
	Ending suspension (except head)	✓			
	Determining staff complement	✓	✓		
	Determining dismissal payments/ early retirement	✓	✓		
Curriculum	Ensure National Curriculum (NC) taught to all pupils and to consider any disapplication for pupil(s)	✓	✓		✓
	To establish a curriculum policy				✓
	To implement curriculum policy				✓
	To agree or reject and monitor curriculum policy	✓			
	Responsible for standards of teaching	✓			✓
	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)	✓			✓
	Responsibility for individual child's education	✓			✓
	Provision of sex education – to establish and keep up to date a written policy	✓			✓
	To prohibit political indoctrination and ensuring the balanced treatment of political issues	✓			✓
	To establish a charging and remissions policy for activities (non NC based)	✓	✓		✓
Performance Management	To formulate a performance management policy	✓	✓		✓
	To establish a performance management policy	✓	✓		
	To implement the performance management policy	✓	✓		✓
	To review annually the performance management policy	✓	✓		
Target Setting	To set and publish targets for pupil achievement	✓			✓
Discipline/Exclusions	To establish a discipline policy	✓			
	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (Can be delegated to chair/vice-chair in cases of urgency)	✓			
	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)	✓			
Admissions	To consult annually before setting an admissions policy (but in community and controlled schools only where the LA has delegated this power to the governing body)	✓			
	To appeal against LA directions to admit pupil(s) (Voluntary, Foundation and special schools; also community and VC schools where LA is the admissions authority)	✓			
Religious Education	Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools) NB this must fall into line with locally agreed syllabus	✓			✓
Collective Worship	In all maintained schools to ensure that all pupils take part in a daily act				✓

	of collective worship (after consulting GB)				
	Arrangements for collective worship (schools without religious character after consulting GB)				✓
	Arrangements for collective worship in Foundation schools of religious character, VC or VA schools (after consulting head)	✓	✓		
Premises & Insurance	Buildings insurance and personal liability– GB to seek advice from LA, diocese or trustees where appropriate (it is suggested that the GB as a whole should be involved in this decision)	✓	✓		
	Developing school buildings strategy or master plan and contributing as required to LA Asset Management Planning arrangements (it is suggested that the GB as a whole should undertake this decision)	✓	✓		
	Procuring and maintaining buildings, including developing properly funded maintenance plan	✓	✓		
Health & Safety	To institute a health and safety policy (in community and VC schools this would be the LA)	✓			
	To ensure that health and safety regulations are followed	✓	✓		✓
School Organisation	To publish proposals to change category of school	✓			
	To ensure that the school meets for 380 sessions in a school year	✓	✓		✓
	To ensure that school lunch nutritional standards are met where provided by the governing body.	✓			
Information For Parents	To prepare and publish the school prospectus	✓			✓
	To ensure provision of free school meals to those pupils meeting the criteria	✓			✓
	Adoption and review of home-school agreements	✓			✓
	To publish online details of how the school has used Pupil Premium				✓
GB Procedures	To draw up instrument of government and any amendments thereafter	✓			
	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	✓			
	To appoint and dismiss the clerk to the governors	✓			
	To hold a full governing body meeting at least three times in a school year or a meeting of the temporary governing body as often may require	✓			
	To appoint and remove community or sponsor governors.	✓			
	To set up a Register of Governors' Business Interests	✓			
	To approve and set up a Governors Expenses Scheme	✓			
	To discharge duties in respect of pupils with special needs by appointing a "responsible person" in community, voluntary and Foundation Schools	✓			
	To consider whether or not to exercise delegation of functions to individuals or committees	✓			
	To regulate the GB procedures (where not set out in law)	✓			
Federations	To consider forming a federation or joining an existing federation	✓			
	To consider requests from other schools to join the federation	✓			
	To leave a federation	✓			
Extended Schools	To decide to offer additional activities and to what form these should take	✓			
	To put into place the additional services provided	✓	✓		✓
	To ensure delivery of services provided	✓	✓		✓
	To cease providing extended school provision	✓			

*Although these tasks are open to delegation under the Education (School Government) (Terms of Reference) (England) Regulations 2000, the expectation would be that these decisions would be undertaken by the full Governing Body.