

Governing Body

The full Governing Body retains full powers with regard to:

- Appointing community governors to the Governing Body and associate members to any of its committees;
- Electing a Chair and Vice-Chair;
- Considering the LA's Curriculum Policy;
- Ensuring the National Curriculum is implemented;
- Deciding the policy on charging and remissions;
- Agreeing the general principles for discipline;
- Taking actions, as required or permitted by law, on matters relating to admissions;
- Deciding any changes in the time of school sessions;
- Appointing the key leaders of the school

Financial duties consist of:

- Setting financial priorities through the Strategic School Development Plan (SSDP), the medium-term financial plan and the annual budget.
- Deciding on how the school's delegated budget should be spent, in accordance with the SSDP and the statutory curriculum requirements laid down by the Government.
- The school's formal annual budget must be approved by the governing body or a committee of the governing body.
- Approving and monitoring the annual budget.
- Ensuring the budget is managed effectively.
- Ensuring the school meets all its statutory obligations, and through the Executive Headteacher complies with the Local Authority's regulations / standing orders.
- Determining virement and expenditure thresholds.
- Evaluating the effectiveness of spending decisions.

Additional responsibilities:

- Ensuring that there is a Manual of Internal Financial Procedures containing information and a description of financial systems and procedures for all staff with financial management responsibility.
- Establishing formal procedures and a timetable for budget planning.
- Ensuring that only a balanced sound budget is approved.
- Ensuring that financial records are maintained that can provide auditors and inspectors with explanations they consider necessary.
- Responding promptly to recommendations made by auditors or inspectors.
- Monitoring the budget and implementing virements when appropriate.
- Ensuring that the school obtains best value for money when purchasing goods and services.
- Establishing a charging policy for the supply of goods and services.

- Establishing and maintaining a register of pecuniary interests of Governors and staff who influence financial decisions. This should be open to examination by Governors, staff, parents and the Local Authority.
- Ensuring that financial duties of staff are clearly described to avoid potential conflicts and that person specifications and appropriate procedures are provided during the recruitment process. Performance management targets and annual appraisals to be set for staff with financial management responsibilities.
- Ensuring, in conjunction with the Executive Headteacher that:
 - Salary payments are only made to school employees
 - Salary payments are made in accordance with appropriate conditions of employment
 - Salary payments are only made for services provided to the school
 - Appropriate statutory deductions are made (i.e. Tax and NI)
 - Payroll changes are accurately recorded and promptly processed.
- Deciding, after careful consideration, whether or not to insure risks not covered by the Local Authority.
- Authorising the disposal or write-off of stock.
- Ensuring the provision of an induction pack for new Governors containing appropriate financial information.
- Reviewing and signing the Statement of Internal Controls on an annual basis.
- Establishing effective clerking arrangements for the Governing Body and the Finance Committee and ensuring that the Clerk has appropriate skills to undertake the role.
- Ensuring that the full set of competencies is available at the school with regard to the Governing Body and staff with financial management responsibility and to check that there is no over reliance on particular individuals in either of these two bodies.

The Governing Body can delegate many of their functions to working committees. The Committee structure should follow current guidance. The responsibilities which cannot be delegated are listed below, and more details are shown in **appendix 1.3h**. Any delegated powers exercised by a committee must be reported back to the next meeting of the full Governing Body. The full Governing Body can withdraw delegation at any time.

An example set terms of reference for the resources committee can be found in **appendix 1.3b**. Further advice around committee terms of reference is available from the school governance team.

Duties which the GB cannot delegate to committees

- Instituting a Health and Safety Policy (Voluntary Aided and Foundation schools only – in Voluntary Controlled and Community schools the responsibility lies with the LA);
- Consideration of the Local Authority's curriculum policy.
- Drawing up the instrument of government;
- Appointing (and removing) the chair and vice-chair;
- Appointing and dismissing the clerk to the Governors;

- Holding 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;
- Appointing and removing community or sponsor Governors;
- Setting up a Register of Governors' Business Interests;
- Considering whether or not to exercise delegation of functions to individuals or committees
- Considering forming a federation or joining an existing federation
- Deciding to offer additional extended services activities and to form these should take
- Ensuring that the National Curriculum is implemented.
- Deciding sex education policy.
- Agreeing general principles for pupil discipline.
- Taking action as required or permitted by law on matters relating to admissions.
- Deciding any changes in the times of school sessions.
- The appointment of the key leaders in the school.
- Ensuring that daily collective worship and religious education are provided.
- Deciding the policy on charging and remission of charges.
- Approval of the School Strategic Development Plan (SSDP)

Resources Committee

Membership

The committee will have a membership of at least three governors

The bursar has the right to attend finance committee meetings to bring reports and advise the governors.

The committee will elect a Chair from amongst its number on an annual basis.

Quorum for the committee will be three governors.

Areas of Responsibility

- The Budget
- Buildings and Maintenance
- Health and Safety
- Financial Control

The committee will oversee the management of the school's finance and resources including proper planning and monitoring and making recommendations to the full governing body for ratification where appropriate.

Overall aims of the committee are to;

Finance

- Contribute to SDP, through the consideration of personnel and financial priorities, with the stated and agreed aims and objectives of the school
- Ensure robust internal controls and ensure school meets SFVS
- Consider and recommend the school's budget in line with CE reporting deadlines and recommend to FGB for approval
- Monitor income and expenditure against the budget
- Monitor voluntary funds and virement of funds
- Make decisions in respect of service agreements and contracts and report them to the FGB
- Review and agree policies relating to Personnel & Finance as delegated by the board
- Review benchmarking data on an annual basis

Personnel

- Annually review the staffing structure in consultation with the CEO/Head of school
- Agree governor involvement in senior appointments
- Ensure that all staff are reminded of the school's whistle blowing policy.
- Establish, and approve annually, a Pay Policy for all categories of staff and monitor the link between performance management and pay awards.
- Approve and review a Performance Management policy for all staff.
- Delegate decisions re pay to a pay committee and separate appeals committee

- Agree arrangements for performance management/ pay awards of the head of school and
- Review and agree policies relating to personnel
- Oversee the process leading to staff reductions and other changes to staffing in line with the scheme of delegation
- Keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence

Premises

- Approve lettings of school premises and setting appropriate charges
- Monitor the general conditions of the buildings and to make recommendations to the full governing body for maintenance and improvement works
- Approve health and safety policies and ensure school meets regulations and reporting requirements, including ensuring that risk assessments are undertaken

Pay Committee

The Pay Committee will comprise at least three governors. Governors who are employed at the school will not be eligible for membership of the Pay Committee.

Establishment and review of the pay policy

The Resources Committee is responsible for establishing and reviewing the policy for teachers and for support staff, in consultation with the head teacher, staff and trade union representatives, and submitting it to the FGB for approval.

Application of the policy

The Executive Headteacher is responsible for:

- ensuring that pay recommendations for leadership staff and classroom teachers are made and submitted to the Pay Committee in accordance with the terms of the policy;
- ensuring that pay recommendations for support staff are made and submitted to the Pay Committee in accordance with the terms of the policy;
- advising the Pay Committee on its decisions; and
- ensuring that staff are informed of the outcome of decisions of the Pay Committee and of the right of appeal

The Pay Committee is responsible for:

- taking decisions regarding the pay of leadership staff and classroom teachers following consideration of the recommendations of pay reviewers and the advice of the head teacher;
- where applicable, taking decisions regarding the pay of the head teacher following consideration of the recommendations of the governors responsible for the head teacher's performance review;
- ensuring that the head teacher is informed of the outcome of the decision of the Pay Committee in respect of the head teacher's pay and of the right of appeal;
- ensuring that the pay and grading of support staff is within the agreed framework

The FGB body is responsible for:

- establishing an Appeals Committee to take decisions on appeals against the decisions of the Pay Committee in accordance with the terms of the appeals procedure of the policy.