

NORTHUMBERLAND COUNTY COUNCIL

School Name: Cambo First School

Staffing

The Chair to select 3 Governors.

Appeals

The Chair to select three Governors.

Pupil Discipline Committee

The Chair to select 3 Governors.

Complaints

The Chair to select 3 Governors.

Finance & Property

All governors

Date: 16.11.15

DELEGATION TO THE HEADTEACHER

1. Casual staff appointments.
2. Arrangements for the termination of staff contracts.
3. Day to day financial management of the school.
4. Composition of Hearing Bodies.
5. To annually determine staff salaries in accordance with the school's pay policy.

Date: 2.11.10

STAFFING COMMITTEE

MEMBERSHIP:

The Committee shall consist of three Governors **selected by the Chair**

QUORUM:

The Quorum must be three Governors.

CHAIR:

To be appointed by the Committee.

CLERK:

To be appointed.

FREQUENCY OF MEETINGS:

As required.

TERMS OF REFERENCE:

1. Arrangements for the appointment of staff other than the Head and Deputy Head (which must be appointed by the full governing body).
2. Reviewing all or part of the staffing structure of the school need a vacancy arises.
3. Ensuring that each member of staff has a job description which is reviewed annually, and to ensure that job descriptions are reviewed whenever vacancies arise.
4. To consider applications from staff for leave of absence, secondments, early retirements, voluntary redundancy, that the Head feels are necessary to refer to the Governing Body.
5. To hear cases that are referred to the Governing Body under the Governing Body's disciplinary, capability, disability and sickness procedures.
6. To review and agree a pay policy on an annual basis.
7. Determination of the Individual School Range (ISR) when a Headteacher is in post.

Date: 16.11.15

APPEALS COMMITTEE

MEMBERSHIP:

The Committee shall consist of three Governors, none of whom should have taken part in the original decision.

QUORUM:

The number of Governors hearing any appeal must be equal to or greater than that of the committee taking the original decision. The Head will attend in an advisory capacity if appropriate.

CHAIR:

To be appointed by the Committee.

CLERK:

To be appointed.

FREQUENCY OF MEETINGS:

As required.

TERMS OF REFERENCE

Hearing appeals against a decision made by another committee of the Governing Body. These will include appeals over capability or disciplinary action, dismissal, staff salaries and grievances.

Date: 16.11.15

COMPLAINTS COMMITTEE

MEMBERSHIP:

The Committee shall consist of three Governors **selected by the Chair.**

QUORUM:

The quorum must be three Governors.

CHAIR:

To be appointed by the Committee.

CLERK:

To be appointed.

FREQUENCY OF MEETINGS:

As required.

TO BE RESPONSIBLE FOR:

Hearing all formal complaints against the Head Teacher, an individual member of staff or the Governing Body.

Date: 16.11.15

PUPIL DISCIPLINE COMMITTEE

MEMBERSHIP:

The Committee shall consist of three Governors **selected by the Chair**

QUORUM:

The quorum must be three Governors.

CHAIR:

To be appointed by the Committee

CLERK:

To be appointed.

FREQUENCY OF MEETINGS:

As required.

TERMS OF REFERENCE:

1. Reviewing the use of exclusion within the school.
2. Considering the views of the Headteacher and of parents of excluded pupils.
3. Deciding whether or not to confirm exclusions of more than five school days or those where a pupil would miss an opportunity to take a public examination.

Date: 16.11.15

FINANCE COMMITTEE

MEMBERSHIP

All governors

QUORUM

The Quorum must be three governors.

CHAIR

To be appointed by the Committee

CLERK

To be appointed.

FREQUENCY OF MEETINGS

As required.

TERMS OF REFERENCE

1. To set the annual budget for the school.
2. To ensure appropriate advice is sought before entering into contracts, in line with the LEA's financial regulations.
3. To authorise the virement of funds between budgets and inform the L.E.A.
4. To approve arrangements for the audit of funds received other than from the L.E.A.
5. To advise the governing body on any matters arising from the audit of the school's accounts.
6. Generally, to monitor the budget and to advise the governing body as necessary on financial matters.
7. To agree with the Headteacher, expenditure on capital projects not falling within the planned budget.
8. To authorise signatories for the school bank account.
9. To determine the levels of charges for lettings.

10. To make recommendations annually to the governing body on a three year financial strategy, having particular regard to the School Improvement Plan.
11. To advise the governing body on any issues arising from financial matters.
12. Responsibility for the requirements of the Financial Management Standards in School (FMSiS).

Date: 16.11.15

PROPERTY COMMITTEE

MEMBERSHIP

All governors

QUORUM

The Quorum must be three Governors.

CHAIR

To be appointed by the Committee.

CLERK

To be appointed.

FREQUENCY OF MEETINGS

As required.

TERMS OF REFERENCE

1. To make recommendations to the Governing Body on capital works and improvements;
2. To prepare an annual programme of repairs, maintenance and decoration;
3. To keep under review a policy for health and safety, including monitoring of procedures and safe working practices.
4. To agree a lettings policy for the use of school premises;
5. To be responsible for the security of the school premises, fire safety measures including alarm systems and fire drills.
6. To oversee arrangements for grounds maintenance and the requirements of the Environmental Protection Act 1990 concerning litter and refuse;

Date: 16.11.15