

# Fulwell Junior School

## Governor information 17.11.2020



Respect, Aspire, Achieve – Be the best you can be

---

### COMMITTEE/INFORMATION SHEET

**Chair : Mr M Hartnack**                                  **Headteacher : Mr P Speck**  
**December 17.11.2020 (1 Year) – TBC at the First FGB meeting of the Academic year**

**Vice-chair : Mr P Bevan December 17.11.2020 (1 Year) – TBC at the First FGB meeting of the Academic year**

---

### LINK GOVERNORS

Year 3	Mr B Young
Year 4:	Mr B Middleton
Year 5:	Mr T Turner
Year 6:	Mrs H Shepperson
Inclusion (inc. S.E.N):	Mr P Bevan
Safeguarding & Child Protection:	Mr M Hartnack
Anti-Bullying:	Mrs H Shepperson
Pupil Premium:	Mr B Young

Finance and Premises Link Governor:-Mrs H Shepperson

Mr Turner (Upper)  
Mr Middleton (Lower)

---

### CONSTITUTION OF GOVERNING BOARD (11)

LEA – 1	PARENT – 2	STAFF – 2	CO-OPTED – 6
Cllr J Doyle	Mr B Middleton Dr K Laing	Mr P Speck (HT) Mrs M Bankhead	Mr M Hartnack (Chair) Mrs L Hill (DHT) Mr P Bevan (Vice Chair) Mr B Young Mrs H Shepperson Mr T Turner

Associate Member:

*Term of Office all four years unless otherwise stated*

---

### TRAVEL & SUBSISTENCE ALLOWANCE (as agreed autumn term 2003)

Agreed to adopt a policy not to pay expenses. If governors were travelling for the benefit of the school, expenditure of an exceptional nature would be considered.

---

### RESOURCES COMMITTEE (Quorum = 3)

Mr P Bevan (Chair), Mr M Hartnack, Mr P Speck (Headteacher), Mrs H Shepperson (F&P Only), Mrs L Hill (F&P Only), Mrs J Anderson (F&P Only)

Resources Committee will cover Finance, Premises, Health and Safety and Personnel

**IMPORTANT TO NOTE:**

**The Chair will determine Committee Members\* should Personnel need to discuss items that could potentially go to an Appeal. 'The Personnel and Appeals must be made up of the same number of Governors' (NOT THE SAME GOVERNORS)**

**No staff Governors will be involved in the decisions for Personnel.**

---

**PERSONNEL APPEALS COMMITTEE** (Quorum = 3) – must be at least the same number as personnel committee where matter was previously considered.

Mrs H Shepperson (Chair) +2 Governors NOT part of the Personnel Committee

---

**PERFORMANCE MANAGEMENT GOVERNORS** (Responsible for Annual Appraisal of Headteacher)

Mr M Hartnack, Mrs H Shepperson and Mr T Turner

Review Officer – Mr P Bevan

---

**PUPIL DISCIPLINE** - (Quorum = 3)

Mr M Hartnack (Chair), Mrs H Shepperson, **VACANCY**

---

**COMPLAINTS (national curriculum)** – (Quorum = 3)

Mr P Bevan (Chair), Mr B Middleton and Mrs H Shepperson

---

**COMPLAINTS (general)** – (Quorum = 3)

Mr P Bevan, Mr T Turner, **VACANCY**

---

**PUPIL ATTENDANCE**

Informal panel of three governors to be convened where necessary at stage two of the procedure

---

**CHALLENGE/SCRUTINY COMMITTEE:**

Mr M Hartnack (Chair), Mr P Bevan, Dr K Laing, Mr B Middleton, Mr T Turner and Mr B Young

**\*\*\* Please note: the Chair would provide further clarity on this committee as the duty may be split between Headteacher Challenge and Curriculum Challenge meetings**

---

**ACADEMY WORKING PARTY COMMITTEE (Not Clerked):**

Mr M Hartnack, Mr T Turner, Mr P Speck, Mrs J Anderson, Mr B Bevan and Mrs L Hill

Governors delegated the responsibility to the Working Party to look at all avenues available for the future of the School. Feedback would be provided at termly meetings.

---

**Agreed Terms of Reference as attached.**

**The Governor Support Team will act as clerk to the Governing Board to all committees.**

**Governors have not bought into Governors Training. Mr Hartnack is a member of the NGA and will be able to provide workshops at the School.**

## **FULWELL JUNIOR SCHOOL**

### **TERMS OF REFERENCE – FINANCIAL MANAGEMENT**

#### **Part 1 - summary**

##### **Full Governing Board**

- should consider a draft budget put together by the Headteacher/members of the Resources 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 finance committee meetings where such matters have been discussed.

##### **Resources Committee**

- Must approve the first formal budget plan of the financial year
- Should regularly monitor the progress of the budget using financial information supplied by the Head Teacher, supplemented by Authority financial reports.
- Should agree with the Headteacher, 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.

NOTE – As this is a committee with delegated powers, a Clerk to the Committee should be appointed.

##### **Headteacher**

The Headteacher has delegated responsibility to incur expenditure on goods or services as set out in part 2.

The Headteacher 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 Board.

The Headteacher shall report to members of the Governing Board's Finance Committee on a termly basis and to the Governing Board as required. Such reports 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 Committee and Governing Board.

## Part 2 – Financial Responsibilities chart Fulwell Juniors

Task	Responsibility of				
	Full Governing Board	Resources Committee	Head Teacher (or Deputy in absence of HT)	School Business Manager	School Business Manager or School Administrator
<b>BUDGET MANAGEMENT</b>					
<b>Draft initial school budget and standards fund</b>			*	*	
Draft initial budget			*	*	
Approve first budget plan		*			
Monitor staffing budget			*	*	
Monitor other budgets			*	*	
Report on budget to governors on a termly basis			*	*	
Report on budget to Head Teacher (frequency – minimum of fortnightly)				*	
Authorise virements up to a limit of £5,000			*		
Authorise virements £5,000 - £15,000 – Full Gobs to be informed as soon as practicable		*			
Authorise virements in excess of £15,000	*				
Review financial management arrangements and delegation of powers at least annually	*				
Exercise powers of the Headteacher where the Headteacher is absent			DH		
Provide update to Finance committee on income from external funding streams			*	*	
Responsibility for the Financial Management Standards		*		*	
<b>RISK MANAGEMENT</b>					
Formally review risks on a regular basis		*	*	*	
Prepare risk management action plan		*	*		
Consider risk management plans from time to time	*				
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		*	*		
<b>PURCHASING GOODS OR SERVICES</b>					
Generate orders					*
Authorise orders up to a limit of £15,000			*		
Authorise orders £15,000 – £25,000 if the purchase has been approved by relevant sub committee or whole gov. Board			*		
Authorise orders exceeding £25,000.	*				
Obtain quotations for expenditure					*
Arrange Tenders (through Property Services or other LEA Dept.)				*	
Open Tenders (through Property Services or other LEA Dept.)				*	
Take delivery of goods					*
Process invoices for payment					*
<b>INCOME</b>					
Collection of income					*
Banking of income					*
Verification of bankings (countersigning and checking for the other)			*	*	*
<b>PAYROLL &amp; PERSONNEL</b>					
Approve appointments (in writing)			*		
Verification of availability of finance for supply cover			*	*	
Approve supply cover (in writing)			*		
Notify Education Personnel of starters, leavers, changes				*	
<b>BANK ACCOUNT</b>					
Sign cheques (SMT all have authorisation- Two to sign)			*		
Retain cheque book safely					*
Reconcile funds and submit regular reimbursement claims					*
<b>SCHOOL FUND</b>					
Appoint Treasurer	*				
Arrange annual audit				*	
Report audit findings to governors			*	*	
Sign cheques (SMT all have authorisation- Two to sign)			*		
<b>SECURITY OF ASSETS</b>					
Maintain inventory				*	
Carry out checks against inventory at least annually				*	
<b>MISCELLANEOUS</b>					
Maintain up to date data protection notification				*	
Maintain software inventory showing licence details			*	*	
Ensure that all governors complete Pecuniary interests forms on an annual basis	*			*	

Shaded areas mean that it would not normally be considered appropriate for the task to be the responsibility of the person concerned

**FULWELL JUNIOR SCHOOL**  
**TERMS OF REFERENCE – EMPLOYMENT ISSUES**

**Part 1 - Summary**

**The Whole Governing Board:-**

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

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

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

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

**The Selection Panel**

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

**The Resources Committee**

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

The Resources Committee will consider salary issues (including regrading) as set out in part 2.

Where determined by the full Governing Board the Resources Committee will be responsible for the appointment of staff (see part 2)

**Performance Management**

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

The Governing Board 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 Headteacher's performance management review at an earlier stage. In these cases the Governing Board 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 e.g. at Resources committee level.

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

**Headteacher**

The Headteacher shall perform duties as set out in part 2 where delegated to do by the full Governing Board. The Headteacher shall have no involvement in consideration of his/her own salary or the appointment of his/her successor

**Other than the Headteacher, 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.**

## Fulwell Junior Personnel Responsibilities chart

Task	Responsibility of				
	Full Governing Board	Resources Committee	Appeals Committee	Head teacher	Selection Panel
<b>APPOINTMENT OF HEADTEACHER AND DEPUTY HEADTEACHER</b>					
Accept the resignation of Headteacher/Deputy Headteacher	*				
Set Headteacher/Deputy Headteacher salary	*				
Determine advertisement/job spec./person spec/timetable for interview (either /or – to be determined by Full Gov. Board)		*			*
Select governors to serve on appointments panel	*				
Shortlist and interview for Headteacher and Deputy Headteacher (either /or – to be determined by Full Gov. Board)		*			*
Ratify Appointments of Headteacher and Deputy Headteacher	*				
<b>Appointment of Teaching and Non-Teaching Staff</b>					
Accept resignations of teaching and non-teaching staff (other than Headteacher or Deputy Headteacher)				*	
Determine all matters relating to the appointment of Assistant Headteachers	*				
Determine all matters relating to the appointment of teaching staff (either /or – to be determined by Personnel Committee)		*		*	
Determine all matters relating to the appointment of non-teaching staff				*	
<b>STAFF DISCIPLINARY/DISMISSAL/GRIEVANCE/CAPABILITY</b>					
Adopt discipline, Grievance and Capability procedures	*				
Issue verbal warnings to staff				*	
Issue first written warnings to staff				*	
Issue final written warnings to staff- either- as applicable				*	
Suspend teaching and non-teaching staff- either as applicable				*	
Suspend the Headteacher	chair				
Take initial decision to dismiss staff		*			
Consider cases of staff discipline/capability referred by the Headteacher		*			
Consider cases of discipline or capability against the Headteacher		*			
Consider grievances against staff initially investigated by the Headteacher		*			
Consider appeals against the initial committee's decision			*		
Consider termination of contract on grounds of medical capability		*			
<b>SALARY ISSUES</b>					
Adopt pay policy	*				
Hear recommendation from performance management governors re. salary of Headteacher		*			
Make recommendations to the Initial committee re. Deputy Headteacher and other teaching staff				*	
Take decisions on teaching staff salaries each autumn term		*			
Consider applications for non-teaching staff regrading		*			
Consider payments of honoraria				*	
Consider appeals against the initial committee's decision			*		
<b>REDUNDANCY ISSUES</b>					
Adopt redundancy policy/procedure	*				
Determine the number and category of 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			*		
<b>GENERAL</b>					
Consider requests for flexible working		*		*	
Consider requests for career break		*		*	
Determine membership of Initial and Appeals Committees	*				
Review delegation of powers at least annually	*				
Monitor and approve external visits				*	
Consider code of conduct disclosures				*	