

**COPPICE SCHOOL – 17 NOVEMBER 2015**

**Human Resources and Finance Committee**

- Set and approve the budget, ensuring the budget reflects the school's prioritised educational objectives outlined in the School Development/ Improvement Plan.
- To establish and maintain an up to date medium-term financial plan (3 year budget projection), in consultation with the Headteacher, that reflects the School Improvement Plan (SIP). This will include forecasting the likely future pupil rolls and income levels.
- To monitor budgeted income and expenditure, to ensure planned expenditure for the year does not exceed the available resources and report any significant variances to the Governing Body.
- Formally approve in year budget revisions to the annual budget set within the Headteacher's delegated limits.
- To ensure that accounts are properly finalised at year-end in accordance with the Doncaster School's Financial Regulations and other statutory legislations.
- Consider the policy for balances in accordance with Doncaster School's Financial Regulations, including regularly reviewing the level of the school balance and the spending plan for the balance.
- Explore different expenditure options and assess expenditure bids.
- Ensure that the school operates within the Doncaster School's Financial Regulations and provide financial information as required to the Local Authority.
- Evaluate the effectiveness of financial decisions and refer specific problems to the Governing Body/relevant Committee.
- To monitor expenditure of all the school's voluntary/private funds and ensure an annual audit is carried out in accordance with the Doncaster School's Financial Regulations.
- Appointment of an auditor that is independent of the operation of the funds.
- To approve the spending decisions where there is a balance on the school's voluntary/private funds.
- Review and respond to reports by Internal Audit on the effectiveness of the financial procedures and controls.
- Approve the school's annual procurement plan.
- To approve the ordering of all goods and services, and the payment of all accounts in excess of the degree of financial delegation given to the Headteacher of £10,000.
- To approve all procurement in excess of the Headteachers delegated limits.
- All tenders and written quotes obtained in accordance with the School's Financial Regulations will be considered and the best value bid is approved.

- Consider and approve the Local Authority traded services buy-back decisions.
- To make decisions on expenditure following recommendations from other Committees.
- Confirm adoption of Doncaster School's Financial Regulations.
- To annually review the school's Finance Policy for approval by the Governing Body.
- To ensure that the financial procedures are documented, regularly reviewed and approved on annual basis.
- Consider and approve the authorised signatories.
- Approval of the annual school asset/inventory report.
- To annually review and approve fee policy, including lettings charges, remissions and expenses policies.
- To ensure that the school's financial performance is benchmarked and compared at least annually to similar schools, reasons for differences examined and action taken where necessary.
- Evaluate the soundness and effectiveness of the school's financial management systems against the school's Financial Regulations by carrying out an annual self assessment.
- Consider the Statement of Internal Control and evidence supplied, for the nominated representative to sign.
- To annually prepare the School Financial Value Standard return and supporting evidence for approval by the Governing Body.
- Review the financial position in regards to extended school services and charges.
- Review and approve the school's Anti-Fraud and Corruption Policy.
- Approve the school's Whistleblowing Policy.
- To appoint all teaching and support staff with the exception of the Headteacher and Deputy Headteacher.
- To approve job descriptions for all posts.
- To review the job description and the grading for support staff posts.
- To consider applications for working beyond the age of 65.
- To consider applications for flexible/early retirement and flexible working.
- To consider the termination of employment of staff in redundancy situations.
- To approve extensions to temporary contracts.
- To consider the staffing review and to approve the staffing structure.

- To review annually the salaries of teaching staff and approve the salary statements in line with the school's Pay Policy.
- To consider the Headteacher and Deputy Headteacher's salaries following Performance Management.
- To consider personnel matters including Equal Opportunities/Diversity Issues and monitor them against the school policy.
- To consider any staff welfare issues.
- To facilitate and encourage staff development.
- To review the policies for pay and performance management.
- To achieve the aims of the whole school pay policy in a fair and equal manner.
- To apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review.
- To observe all statutory and contractual obligations.
- To minute clearly the reasons for all decisions and report these decisions to the next Governing Body meeting.
- To recommend to the Governing Body the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of discretion. The Pay Committee will recommend that the Governing Body makes application for any additional funding available to support this process.
- To keep abreast of relevant developments and to advise the Governing Body when the school's pay policy needs to be revised.
- To carry out the Performance Management of the Headteacher.
- To appoint and work with the School Improvement Partner as applicable.
- To work with the Headteacher in ensuring that the Governing Body complies with the Performance Management Regulations.

Quorum: 3

### **Appointment process**

#### **Governing Body**

- Headteacher and Deputy Headteacher.

#### **Committee**

- To appoint all teaching staff

- To appoint all support staff (except Senior Midday Supervisory Assistants, Midday Supervisory Assistants and Bus Escorts).

Quorum: 3

**Headteacher, one other Governor and S Hannam (Associate Member with voting rights)**

- To appoint Bus Escorts, Senior Midday Supervisory Assistants and Midday Supervisory Assistants.

**Headteacher**

- To appoint all supply staff and temporary staff up to one term.

That all appointments which are required to be made in cases of urgency or other exceptional circumstances as identified by the Chair and Headteacher, be delegated to the Headteacher and one other Governor.

**Facilities and Partners Committee**

- To inspect the premises regularly and to attend the Annual Building Meeting with the Asset Consultant, School Building Inspector and Site Manager.
- To decide upon priorities for expenditure within budget constraints taking into account information from the Asset Management Plan data.
- To monitor the repair and maintenance work carried out.
- To deal with all aspects of Health and Safety including the appropriate policies and risk assessments, exercising responsibility as defined in the Local Authority Safety Policy, ensuring that all statutory testing such as Portable Appliance Testing (PAT) and water safety (Legionella) testing is undertaken satisfactorily and to include road safety problems.
- To consider major capital works and support the planning of long-term projects.
- To support the school in its pursuit of effective links with parents/carers, the local and wider community and other key stakeholders.
- To ensure that the School Profile is completed and published in line with Department for Children, Schools and Families (DCSF) guidance.
- To consider and approve the School Prospectus.
- To meet with the School Council.
- To oversee policies relating to extended schools.
- To support the school in its development work on the extended schools agenda.
- To have oversight of issues relating to pupil transition.

- To monitor and review relevant policies including:
  - a) Communications
  - b) Freedom of Information
  - c) Data Protection
- To consider parental complaints.
- To address relevant aspects of the Every Child Matters Agenda.

Quorum: 3

### **Teaching and Learning Committee**

- To ensure that the school is meeting statutory requirements with regard to the curriculum.
- To monitor and evaluate the curriculum including the way the school delivers the curriculum.
- To receive reports and action plans from subject leaders, Leadership Team and the Headteacher that incorporate items related to the curriculum.
- To monitor progress of the Primary Strategy.
- To be updated on the implications of the Primary Strategy and the Early Years Foundation Stage curriculum.
- To support and monitor the targets and objectives of the School Improvement Plan.
- To advise the Finance and Facilities Committee regarding resource and professional development implications arising from the priorities of the School Improvement Plan.
- To be familiar with the Teaching and Learning Policy.
- To have special regard to the 'Enjoy and Achieve' outcome of the Every Child Matters Agenda.
- To support the school, where appropriate, with school development/improvement planning and completion of the school Self-Evaluation document.
- To consider complaints in connection with the school curriculum and religious worship.
- To agree the statutory and other targets set by the school.
- To understand the school's performance data and its implications.
- To receive reports from the Headteacher on pupil progress through the school.

- To monitor the implementation of the school's Inclusion Policy to ensure that the curriculum is meeting the needs of all pupils.
- To monitor the progress of identified groups eg gender, Special Educational Needs (SEN), Looked After Children (LAC) etc.
- To consider and monitor progress on issues arising from OfSTED inspections and any Local Authority Reports/School Improvement priorities and produce draft action plans for recommendation to the Governing Body.
- To consider all welfare issues concerning pupils.
- To consider equal opportunities policies for pupils.
- To monitor attendance and punctuality.
- To monitor the school's extra-curricular activities.
- To monitor the educational school visits, their purpose and number of pupils involved.
- To receive details of category A and B school visits.
- To oversee and authorise the risk assessments for Category C and D visits involving any London visits, overnight/residential visits and visits abroad for any high risk outdoor activity in line with Local Authority procedures (Category C and D visits must be authorised by the Local Authority).
- To monitor and review relevant policies and procedures and recommend changes and the introduction of new policies and procedures to the Governing Body.

Quorum: 3

### **Staff Disciplinary Committee**

To consider all staff discipline issues referred to the Governing Body.

Quorum: 3

### **Staff Disciplinary and Pay Appeals Committee**

- To consider all discipline appeals submitted by members of staff.
- To consider all appeals submitted by members of staff in relation to pay issues in accordance with the school's Pay Policy.

Quorum: 3

**Pupil Discipline Committee**

To consider the exclusion of pupils from school.

Quorum: 3

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updated 7 December 2015