



## Winwick C.E. Primary School

### TERMS OF REFERENCE- Autumn 2021

#### LEADERSHIP AND MANAGEMENT COMMITTEE

<b>Membership</b>	<p>The committee shall consist of no fewer than five governors plus the Headteacher.</p> <p>The committee shall have such co-opted members as the Governing body shall appoint. The committee may make recommendations for these appointments.</p>
<b>Quorum</b>	<p>The quorum shall be <b>not less</b> than three governors, plus the headteacher or representative of the headteacher, should they be unable to attend.</p>
<b>Meetings</b>	<p>The committee shall meet once a term and otherwise as required</p>
<b>Clerking</b>	<p>The governing body will appoint a clerk to the committee. This <b>must not</b> be the headteacher, but committee members may act as clerk in the absence of a formally appointed clerk. Copies of the minutes will be circulated before the full governing body meeting.</p>

#### **Terms of Reference**

#### PERSONNEL

1. To draft and keep under review a policy statement on staff consultation for approval by the governing body and to undertake any formal consultations on personnel matters.
2. To review and recommend for adoption the procedures for dealing with discipline and grievances and ensure that the staff are informed of them.
3. To establish and review on an annual basis a whole school Pay Policy for all categories of staff.
4. To establish and review a Performance Management policy for all staff.
5. To draft and review, in consultation with staff, criteria for redundancy for approval of the Governing body.
6. To review the staffing structure whenever a vacancy occurs and at least annually in relation to the School's Development Plan.
7. To establish the annual and longer term salary budgets and other costs relating to personnel and to make recommendations on personnel related expenditure to the governing body.

## **Staffing Appointments**

### **HEADTEACHERS AND DEPUTY HEADTEACHERS**

Special arrangements apply for the appointment of Headteacher's and Deputy Headteacher's as specified in Schedule 16 and 17 of The School Standards and Framework Act 1998. A selection panel must be established, consisting of at least three governors, to make a recommendation for endorsement by the governing body, which in turn is subject to ratification by the LA (Schedule 3 1998 Education Reform Act).

### **OTHER STAFF**

1. The governing body has the overall responsibility for all staff appointments and dismissals in its school. With the exception of the appointment of Headteacher's and Deputy Headteacher's and the dismissal of Headteacher's, where different arrangements apply, it may delegate these responsibilities to the Headteacher, an individual governor, or a group of governors with or without the Headteacher.
2. Headteacher's will normally be expected to lead in determining staff appointments outside the leadership group and all staff dismissals (with the exception of the Headteacher). Therefore, in normal circumstances the governing body should delegate the responsibility for these matters to the Headteacher.
3. In certain circumstances, outlined below, the governing body should apply alternative arrangements, which may include decisions being made by an individual governor or a group of governors with or without the Headteacher. Whatever alternative arrangement is decided, the Headteacher has a right to attend to offer advice. The circumstances are as follows:
  - A Headteacher who is unwilling to perform these functions and whose previous history of service at the school did not include any such responsibilities.
  - A Headteacher subject to suspension, disciplinary procedures (including capability), or disciplinary sanction.
  - Where the LA has made representations to the Chairperson of the governing body on grounds of serious concerns about the performance of the Headteacher.
4. The governing body should review, at least annually or otherwise where necessary, the continuation of any circumstances where the Headteacher does not lead on these staffing matters, where a Headteacher is on long-term sick leave, secondment or some other long-term absence the governing body should consider whether it is appropriate to pass delegated responsibility to the person appointed to act in the Headteacher's place. The Headteacher should have an opportunity to make representations on any decisions to discontinue or continue delegated responsibility.

## FINANCE

1. To provide guidance and assistance to the Headteacher and the governing body in all matters relating to the budget and finance.
2. To consider each year's School Development Plan priorities and present an annual budget to the governing body for approval.
3. To ensure that income and expenditure is balanced over at least a three year period through long-term budget planning and forecasting.
4. To monitor the income and expenditure of all public funds (i.e. budget share, and any other funds developed by the LA, e.g. SEN funding and the national government e.g. pupil premium) and report the financial situation to the governing body each term.
5. To draft and keep under review the policy for delegation of the financial responsibilities and duties of the Governing Body and ensure that staff are informed.
6. To review annually the policy setting out the financial procedures and complete the statement of internal control annually.
7. To vire funds, if necessary, within limits set by the governing body
8. To ensure the audit of non-public funds for presentation to the governing body.
9. To receive and where appropriate respond to periodic audit reports of public funds.

## PREMISES/HEALTH AND SAFETY

1. To provide support and guidance for the Headteacher on all matters relating to the school premises and grounds, security and health and safety.
2. To annually inspect the premises, grounds, plant and equipment and prepare a statement of priorities for maintenance and development for the approval of the Governing Body.
3. To regularly complete an inspection of the premises and grounds (on a termly basis) and to report any findings to the Governing Body.
4. To monitor the effectiveness of the repairs and work carried out and report back to the Full Governing Body.
5. To monitor the school's Asset Management Plan.
6. To ensure any necessary liaison with the Local Authority's Property Services Department.
7. To oversee the preparation and implementation of contracts.
8. To assist the headteacher in the monitoring of cleanliness of the school.
9. To prepare and review all aspects of the Health and Safety Policy (as adopted), including the consideration of long term planning and resourcing and to report back to the Governing Body on its effectiveness on all aspects of school life.
10. To consider and report back upon such matters as may be delegated or devolved to the committee by the governing body.

*Any person not a member of the committee **may** be invited to attend the meeting as a non-voting member to offer advice on specific areas.*

**SIGNED** \_\_\_\_\_ **Chair of Governors** **Dated** \_\_\_\_\_

**SIGNED** \_\_\_\_\_ **Headteacher** **Dated** \_\_\_\_\_