

RICHARD AVENUE PRIMARY SCHOOL

Terms of Reference Part 2 - Agreed 11/10/2021

Areas of responsibility are denoted in green

| Financial Responsibilities | | | | | | |
|---|----------------------------|--|--------------------------|------------------------|------------------------|--------------------|
| Budget Management | Full Governing Body | Focus Group 1 Finance, Premises, HR and Performance | Appeals Committee | Selection Panel | Head Teacher | Admin Staff |
| Draft initial school budget and standards fund | | | | | | |
| Consider and approve first budget plan | | | | | | |
| Monitor staffing budget | | | | | | |
| Monitor other budgets | | | | | | |
| Report on budget to governors (on a termly basis) | | | | | | SBM |
| Consider the SBM/Headteachers budget report (on a termly basis) | | | | | | |
| Report on deficit balances to LA via licenced deficit application | | | | | | |
| Report on surplus balances to the LA above the threshold, via a licenced surplus application | | | | | | |
| Authorise virement up to a limit of £10,000 | | | | | | |
| Authorise virement up to a limit of £15,000 | | | | | | |
| Authorise virement 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 | | | | | SAHT | |
| Provide update to finance committee on income from external funding streams | | | | | | |
| Responsibility for the Financial Management Standards | | | | | HT + FMSIS Link Gov | |
| Risk Management | Full Governing Body | Focus Group 1 Finance, Premises, HR and Performance | Appeals Committee | Selection Panel | Head Teacher | Admin Staff |
| Prepare risk management action plan | | | | | | SBM |
| Consider and approve risk management action plan | | | | | | |
| Formally review the risk management action plan on a regular basis, reporting progress to governors | | | | | | SBM |
| Monitor progress of actions in risk management action plan | | | | | | |
| Purchasing Goods or Services | Full Governing Body | Focus Group 1 Finance, Premises, HR and Performance | Appeals Committee | Selection Panel | Head Teacher | Admin Staff |
| Generate orders | | | | | | |
| Authorise orders up to a limit of £10,000 | | | | | | |
| Authorise orders up to a limit of £15,000 | | | | | | |

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|---|----------------------------|--|--------------------------|------------------------|---------------------|--------------------------|
| Authorise orders in excess of £15,000 | | | | | | |
| Obtain quotations for expenditure | | | | | | |
| Arrange Tenders | | | | | | |
| Open tenders | | | | | | |
| Take initial delivery of goods | | | | | | |
| Check goods against orders | | | | | | |
| Process invoices for payment | | | | | | |
| Purchase Crads | Full Governing Body | Focus Group 1 Finance, Premises, HR and Performance | Appeals Committee | Selection Panel | Head Teacher | Admin Staff |
| Named card holders to incur expenditure on authorised Purchase Card purchases up to a £1000 limit | | | | | | E Stephenson C Murray |
| Authorise purchase card transactions up to a £1000 limit | | | | | | G Donneky |
| Income | Full Governing Body | Focus Group 1 Finance, Premises, HR and Performance | Appeals Committee | Selection Panel | Head Teacher | Admin Staff |
| Collection of income | | | | | | |
| Banking of income | | | | | | |
| Verification of banking | | | | | | |
| Payroll and Personnel | Full Governing Body | Focus Group 1 Finance, Premises, HR and Performance | Appeals Committee | Selection Panel | Head Teacher | Admin Staff |
| Approve appointments (in writing) using appropriate documentation | | | | | | |
| Verification of availability of finance for supply cover | | | | | | |
| Approve supply cover (in writing) | | | | | | |
| Notify Shared Service Centre of starters, leavers or changes | | | | | | |
| Bank Account | Full Governing Body | Focus Group 1 Finance, Premises, HR and Performance | Appeals Committee | Selection Panel | Head Teacher | Admin Staff |
| Sign cheques | | | | | | |
| Retain cheque book safely | | | | | | |
| Reconcile funds and submit regular reimbursement claims | | | | | | |
| School Fund | Full Governing Body | Focus Group 1 Finance, Premises, HR and Performance | Appeals Committee | Selection Panel | Head Teacher | Admin Staff |
| Appoint treasurer | | | | | | |
| Arrange annual audit | | | | | | |
| Report audit findings to governors | | | | | | |

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|--|----------------------------|--|--------------------------|------------------------|---------------------|--------------------|
| Sign cheques | | | | | | |
| Security of Assets | Full Governing Body | Focus Group 1 Finance, Premises, HR and Performance | Appeals Committee | Selection Panel | Head Teacher | Admin Staff |
| Maintain inventory | | | | | | |
| Carry out checks against inventory at least annually | | | | | | |
| Miscellaneous | Full Governing Body | Focus Group 1 Finance, Premises, HR and Performance | Appeals Committee | Selection Panel | Head Teacher | Admin Staff |
| Maintain up to date protection notification | | | | | | |
| Maintain software inventory showing licence details | | | | | | |
| Ensure that all governors complete pecuniary interest forms annually | | | | | | |
| Personnel | | | | | | |
| Appointment of Headteacher and Deputy Headteacher | Full Governing Body | Focus Group 1 Finance, Premises, HR and Performance | Appeals Committee | Selection Panel | Head Teacher | Admin Staff |
| Accept the resignation of the Headteacher/ Deputy Headteacher | | | | | | |
| Set the Headteacher/ Deputy Headteacher Salary | | | | | | |
| Determine the advertisement/ job specification/ person specification and timetable for interview | | | | | | |
| Select governors to serve on selection/appointments panel | | | | | | |
| Shortlist and interview for Headteacher and Deputy Headteacher | | | | | | |
| Ratify appointments of the Headteacher and Deputy Headteacher | | | | | | |
| Appointment of Teaching and Non-Teaching Staff | Full Governing Body | Focus Group 1 Finance, Premises, HR and Performance | Appeals Committee | Selection Panel | Head Teacher | Admin Staff |
| Accept resignations of teaching and non-teaching staff (other than Ht or DHT) | | | | | | |
| Determine matters relating to the appointment of Assistant Headteacher | | | | | | |
| Determine all matters relating to the appointment of teaching staff | | | | | | |
| Determine all matters relating to the appointment of non-teaching staff | | | | | | |

| Staff Disciplinary/Dismissal/Grievance/Capability | Full Governing Body | Focus Group 1 Finance, Premises, HR and Performance | Appeals Committee | Selection Panel | Head Teacher | Admin Staff |
|--|----------------------------|--|--------------------------|------------------------|---------------------|--------------------|
| Adopt discipline, grievance and capability procedures | | | | | | |
| Issue verbal warnings to staff | | | | | | |
| Issue first written warning to staff | | | | | | |
| Issue final written warning to staff | | | | | | |
| Suspend teaching and non-teaching staff | | | | | HT and Chair | |
| Suspend the Headteacher | Chair | | | | | |
| Consider cases of staff discipline or 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 committees decision | | | | | | |
| Consider termination of contract on the grounds of medical capability | | | | | | |
| Salary Issues | Full Governing Body | Focus Group 1 Finance, Premises, HR and Performance | Appeals Committee | Selection Panel | Head Teacher | Admin Staff |
| Adopt pay policy | | | | | | |
| Hear recommendation from performance management governors re salary of Headteacher | | | | | | |
| Make recommendations to the initial committee regarding DHT and other teaching staff | | | | | | |
| Take decisions on teaching staff salaries each autumn term | | | | | | |
| Consider honorarium payments for non-teaching staff | | | | | | |
| Consider applications for non-teaching staff regrading | | | | | | |
| Consider appeals against the initial committees decision | | | | | | |
| Redundancy Issues | Full Governing Body | Focus Group 1 Finance, Premises, HR and Performance | Appeals Committee | Selection Panel | Head Teacher | Admin Staff |
| 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 representation from staff selected for redundancy | | | | | | |
| Hear appeals from staff affected by decision to reduce staff | | | | | | |

| General Issues | Full Governing Body | Focus Group 1 Finance, Premises, HR and Performance | Appeals Committee | Selection Panel | Head Teacher | Admin Staff |
|---|---------------------|--|-------------------|-----------------|--------------|-------------|
| Set and agree the staffing structure | ■ | | | | | |
| Consider requests for flexible working | | | | | ■ | |
| Consider flexible working appeals | | ■ | | | | |
| Consider requests for career break | | | | | ■ | |
| Consider career break appeals | | ■ | | | | |
| Determine membership of initial appeals committees | ■ | | | | | |
| Review delegation of powers at least annually | ■ | | | | | |
| Code of Conduct declarations/disclosures | | | | | ■ | |
| Approval and monitoring of external visits (educational visits) | | | | | ■ | |