

RICHARD AVENUE PRIMARY SCHOOL

Terms of Reference Part 2 - Updated 27/11/2023

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 Only
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 Only
Consider and approve risk management action plan						
Formally review the risk management action plan on a regular basis, reporting progress to governors						SBM Only
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					SAHT and AHT in HT Absence	SBM Only
Authorise orders up to a limit of £15,000						
Authorise orders in excess of £15,000						
Obtain quotations for expenditure						
Arrange Tenders						
Open tenders						
Take initial delivery of goods						
Check goods against orders						
Form 1 Payments (combination of 2 x signatories)					SAHT and AHT in HT Absence	SBM Only
Process invoices for payment						
Purchase Cards	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 £2000 limit (£400 per transaction)						S Begum L Johnson
Authorise purchase card transactions up to a £2000 limit						G Donneky E Stephenson
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 income						SBM Only
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 (combination of 2 signatures)					SAHT and AHT in HT Absence	SBM Only
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						
Sign cheques (combination of 2 signatures)					SAHT and AHT in HT Absence	SBM Only
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)						