

**NICOL MERE PRIMARY SCHOOL - GOVERNING BOARD
TERMS OF REFERENCE FOR THE ACADEMIC YEAR
2019-2020**

ASSET MANAGEMENT COMMITTEE	
Members (See separate members list)	The Committee shall comprise of a minimum of three Governors
Associate Members	The members do not have a vote
Quorum	The Quorum for the Committee shall be three Governors
Meetings	The Committee will meet termly and more often if required.
Delegation	This Committee has Delegated Powers
Committee Chair	Elected by the Committee
Clerk to the Committee	Arranged by the full Governing Board
Minutes	Approved by the Committee at its next meeting
Reporting arrangements	Committee minutes will be received by the full Governing Board

Administrative Responsibilities
<p>Ensure there are effective clerking arrangements for the Committee.</p> <p>Ensure that the committee receives relevant, accurate, timely, user friendly reports on agenda items seven days prior to the meeting.</p> <p>Ensure decisions, including any changes are clearly minuted.</p> <p>To ensure that declarations of pecuniary interest are recorded at each meeting.</p> <p>Ensure that governors particularly committee members receive appropriate training.</p>

FINANCIAL PLANNING		Term
1.	To receive financial benchmarking report and consider recommendations	Spring
2.	To consider and approve the school's budget for submission to the Local Authority each year; and ensure it is presented to Governors at the next Full Governing Board meeting.	Spring
3.	To establish and maintain a three-year financial plan, taking into account priorities of the School Improvement Plan, roll projection and signals from central government and the LA regarding future years' budgets, within the constraints of available information.	Spring
4.	To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the head teacher and any professional development costs that are required.	Spring
5.	To annually review and approve Service Level Agreements (strategic SLA's)	Spring
6.	Approve the Scheme of Financial Administration (SOFA) and review the levels of financial delegation for spending and budgetary adjustments (virements) for the committee, head teacher and other nominated staff for ratification by the Full Governing Board.	Autumn
FINANCIAL MONITORING		
7.	To receive a progress report on the current budget and monitor income and expenditure of all delegated and devolved funds against the annual budget plan.	Every term

8.	To receive and review the LA quarterly budget monitoring reports from senior leadership and alert the Full Governing Board of potential problems or significant anomalies at the earliest opportunity.	Every term
9.	Subject to the levels of financial delegation, to receive, review and approve virements and write offs that will from time to time be necessary in response to the evolving requirements of the school.	Every term
10.	To receive a report on outstanding debts and to consider actions	Every term
11.	To annually review and update, the Schools Financial Value Standard (for approval by the Full Governing Board) and ensure that any remedial action identified as part of the SFVS is undertaken.	Spring
12.	To annually complete the financial management skills analysis matrix (included in the SFVS) and arrange training as and when required.	Autumn
13.	To monitor remedial actions identified in the SFVS.	Summer
14.	To receive and act upon any issues identified by the Local Authority audit.	As required
15.	To approve and monitor the implementation of the following policies: <ul style="list-style-type: none"> • Charging Policy (annual) • Remissions Policy (annual) • Contingence and Business Continuity Plan (annual) • Anti-Fraud, Bribery and Corruption Policy (3 years) 	As per policy schedule
16.	To receive the Pupil Premium Strategy	Autumn
17.	To monitor the impact of the Pupil Premium strategy including spending analysis	Spring and Summer
18.	To review the use of Sports Premium Funding and to monitor the impact on children and young people	Every term
19.	To receive notification of suppliers	Spring

GDPR		
20.	To ensure compliancy under GDPR and to monitor breaches of data	As required
21.	To receive the Data Protection Officer report and monitor issues arising from this	Summer Term

PREMISES AND HEALTH AND SAFETY		
22.	To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.	Autumn
23.	To monitor any redial actions identified in the annual inspection of the premises and grounds	Spring and Summer
24.	To ensure that professional surveys and emergency work is carried out as necessary. <i>The Head teacher is authorised to commit expenditure without prior approval of the committee in any emergency where delay could result in further damage or present a risk to the health and safety of pupils or staff. In this event the Head teacher would normally be expected to consult the committee chair at the earliest opportunity.</i>	As required
25.	To ensure that the governing board's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.	As required
26.	To receive an annual report on and ensure that delegated funds in respect of Devolved Formula Capital Spending are appropriately utilised and ensure value for money.	Autumn
27.	To approve the Health and Safety Policy including risk assessments (annually)	Autumn
28.	To receive a report from the Health and Safety Governor	As

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STAFFING		
29.	To approve the school staffing structure annually for the fulfilment of the school's development plan and the effective operation of the school.	Summer
30.	To receive a termly report on staffing matters including staffing levels and sickness absence information	Every term
31.	To consider staff well-being including a satisfactory work-life balance for leaders and teachers is achieved and to ensure steps are taken to reduce unnecessary workload	Every term
32.	To ensure leaders and governors consider engagement with staff and ensure there is opportunity for feedback from these stakeholders	As required
33.	To approve following statutory policies in the School Employment Handbook: <ul style="list-style-type: none"> • Appraisal Policy and Capability Procedures • Procedures for dealing with allegations of abuse against staff 	As required
34.	To review and monitor all other staffing related policies	As required
35.	To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.	As required
36.	To ensure that at least one member of a recruitment panel has completed Safer Recruitment Training (training to be updated every 3 years).	As required
37.	To ensure that there is a Designated Safeguarding Lead who is appropriately trained.	As required
38.	To ensure the suitability of all adults working with children and young people on the premises at all times (including contractors, visitors and external groups as reflected in the Lettings Policy).	As required
39.	To ensure that all Staff and Governors undertake the appropriate level of Safeguarding and Child Protection awareness training.	As required
40.	To ensure that all staff and Governors undertake the appropriate level of training for The Prevent Duty and Channel.	As required

APPOINTMENTS TO POSTS OTHER THAN HEAD			
Members of the Committee will participate in the appointment of staff in accordance with the delegation grid below.			
Level of Post	Head teacher	Governor involvement	Others who may be involved
Leadership Team including DHT's, AHT's, SLE's	YES	At least one non-staff Governor with Safer Recruitment Training for shortlisting and interviews to be on appointment panel	As directed by the Head teacher See rationale for Headteacher post re internal appointments in Appendix 'A' attached

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		and current school leadership supports governors on the process	
Main Scale Teachers	YES	At the discretion of the Governing Board	As directed by the Head teacher
Classroom support staff	YES	At the discretion of the Governing Board	As directed by the Head teacher
Administrative Staff	YES		As directed by the Head teacher
Cleaning and maintenance staff	YES		As directed by the Head teacher

APPLICATION OF PROCEDURES THAT COULD RESULT IN DISMISSAL		
To make decisions that could result in dismissal:	Initial Decision to be taken by the Headteacher	Initial Decision to be taken by Ad hoc committee of the Governing Board AT LEAST 3 MEMBERS
Consider redundancy of an employee	✓	
Termination of employment of an employee on the grounds of performance capability	✓	
Termination of employment of an employee on the grounds of ill health	✓	
Disciplinary sanctions, or dismissal of an employee	✓	

AT LEAST 3 MEMBERS TO MAKE DECISIONS RELATING TO:		
Staff grievances not involving Headteacher	✓	
Staff grievances involving the Headteacher		✓
To hear appeals regarding Leave of Absence requests	✓	
To hear appeals regarding requests for variation to contracts	✓	

POLICIES AND PROCEDURES DELEGATED TO THIS COMMITTEE FOR APPROVAL

STATUTORY POLICIES
Health and Safety Policy including Risk Assessments
Teacher Appraisal Policy
Procedures for dealing with allegations of abuse against staff
Charging Policy
Staff Capability Policy
Remissions Policy
POLICIES AND PROCEDURES LISTED IN THE SOFA
Approval of the SOFA
Write-off Policy
School Contract Standing Orders
List of Authorised Signatories

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Register of Key Holders
Lettings Policy
Debt Management Policy
Confidential Waste Policy
POLICIES REQUIRED BY INTERNAL AUDIT
Confidential Waste
Anti-Fraud, Bribery and Corruption Policy
Business Continuity Management Policy
Anti-Money Laundering Policy

STATUTORY POLICIES AND PROCEDURES DELEGATED TO THE HEADTEACHER
Decisions relating to requests for leave of absence
Accessibility Plan
Premises management documents
Register of Gifts and Hospitality
Freedom of Information
Data Protection Policy
Supporting pupils with medical conditions policy

Appendix 'A'

**Terms of References of Governor Committees – 'Asset Management' &
'Personnel' For the Academic Year
2019-2020**

**Agreed in AUTUMN TERM (November 2018-2019)
until further notice – reviewed annually by Full
Governors in the Summer Term**

VACANT POSTS

Teachers, T/A's and Other Support Staff

All delegated to the school's Headteacher / SLT unless non-staff governors express an interest in the process.

SLT (DHT'S, AHT'S, SLE'S) – See rationale for Headteacher post re internal appointments

Usually at least x1 non-staff governor (with safer recruitment training) for short-listing and interviews to be on appointment panel and current school leadership supports governors on the process.

Headteacher

Governors recognise the extreme importance of maintaining the existing high standards, embedded cultures and the general excellence which has taken years to create at NMS.

Governors retain the option to advertise nationally and externally whatever the circumstances but are not obliged to automatically.

Therefore, governors retain the option not to advertise (legally allowed) if they feel there is existing in-house, very strong personnel capacity (eg DHTs) in order to maintain the excellent outcomes and cultures developed over previous years.

Legally, governors can appoint internal DHTs if they feel they are capable of maintaining such high standards and ensuring there is no culture change. Succession planning can ensure a natural fit to maintain excellent standards and the existing culture.

Governors do not want to lose the existing excellence (as Senior Leaders would very likely move schools if an external candidate was appointed HT).

Governors recognise that appointing external candidates could result in the loss of internal experience and a significant change in culture.

Signed : Chairs

Date :