



## **Governing Body 2018/19**

Updated 16/01/19

### **HEADTEACHER**

Mrs D Hughes

### **STAFF GOVERNOR**

Mrs R Howells

### **PARENT GOVERNOR**

Mr G Farrelly

### **CO-OPTED GOVERNORS (Skills based)**

Mr J Smith (Chair)

Mr G Philpotts (Vice chair)

Mrs J Buchanan

### **PERFORMANCE AND STANDARDS COMMITTEE**

Mr J Smith (Chair)

Mrs D Hughes

Mr G Farrelly

Mrs R Howells

### **FINANCE AND RESOURCES COMMITTEE**

Mr G Philpotts (Vice chair)

Mrs D Hughes

Mr J Smith

Mrs J Buchanan

## Roles and Responsibilities of the Governing Body

### **The Full Governing Body**

The High Meadow Infant School Full Governing Body is responsible for:

- The overall direction of the school, ensuring the most effective use of resources to achieve a high standard of education for pupils in line with the School Development Plan (SDP).
- Approving the details budget for the school.
- Delegating their powers to spend the delegated budget and any other funds to the head teacher and the amount to be delegated.
- Approving the writing off of debts over £2000.

### **The Finance Committee**

The governing board must approve the budget each year and is accountable for managing the finances of the school. Governing Boards may delegate initial scrutiny of the budget through a finance committee. This allows the Governing Board to retain oversight of the decision-making process and to ensure the head teacher accounts regularly for the school's spending. Governors must assure themselves that the school is securing value for money and acting with financial probity.

### **The Role of the Finance Committee is:**

- To plan and present the budget plan to the Governing Board for approval, in line with the School Development Plan which outlines both expenditure and income.
- To support and challenge the School Leadership Team ensuring that spending decisions contribute effectively on pupil progress, attainment and outcomes.
- To monitor and review income and expenditure against budgeted plans and report termly to the FGB, drawing attention to significant variances or anomalies. To advise, inform and make recommendations to the Governing Board for any in-year changes to the spending plans.
- To consider the 3 E's (economy, efficiency and effectiveness) and the principles of Best Value together with the financial implications of a proposal when making recommendations to the Governing Board.
- To review and analyse the school's financial efficiency (using the DfE Benchmarking resources) in comparison with other similar schools.
- To ensure that the financial implications of staffing decisions are explicitly identified, understood, budgeted for and reviewed by the Governing Board. For example, considering options for staffing structure including the appointment of new staff, grading and pay increments to existing staff.
- With reference to the school's Finance Policy and delegated responsibilities, to be responsible for contractual arrangements in respect of items approved by the Governing Board in accordance with Council Standing Orders and Financial Regulations. This includes placing and opening of tenders and obtaining quotes in accordance with quotation and tendering limits.
- To establish and review a scheme of financial delegation and other financial control procedures and monitoring their implementation.

- To ensure that funds allocated to the school for specific purposes (e.g. pupil premium, sports funding) are used effectively and that the impact of this funding is measured and reported.
- To ensure that clear processes and procedures are in place for the performance management of all staff and for rewarding consistently good performance.
- To review the School Finance Regulations and Procedures annually and to make recommendations for any changes and additions to the Governing Board. To ensure the school complies with instructions from the LA Finance and Audit Team.
- To hold the Head teacher to account for the effective implementation of all policies and procedures linked to school finances.
- To approve virements between budget heads in excess of any delegation granted to the Head Teacher under the Governors' Scheme of Financial Delegation.
- To consider proposals involving additional expenditure from other committees and make recommendations to the Governing Board.
- To ensure that the SFVS assessment form is completed and submitted to the LA Audit Section by 31 March each year.
- To determine with the Head teacher the arrangements and the scale of charges for the letting of school premises and other remissions

#### **Headteacher**

The financial role and responsibilities of the head teacher are as agreed by the governing body and include:

- Managing the overall school budget and funds under the relevant CFR headings as delegated by the governing body.
- Ensuring that sound systems of internal contract are in place.
- Monitoring the budget - reviewing reports on a regular basis. Reporting the budget situation to the Finance/Resources committee at least once a term.
- Authorise spending in line with SDP up to £3000.
- Getting approval from the Finance/Resources committee for spending above £3000.
- Getting approval from the Full governing Body for spending about £10,000.
- Complying with Contract Standing Orders and the Procurement Code of Practice for schools. Acting as the Contracts Officer.
- Disposal of unused or damaged equipment should be agreed with the governing body.
- Authorising the appointment of new staff, re-grading and pay increments to existing staff.

#### **Meetings**

- There will be 3 meetings per year (1 per term) as part of the Full Governing Body Meeting.

### **The Role of the Performance and Standards Committee is:**

- On behalf of the *Governing Board* to hold the school leadership to account for pupils' attainment and progress.
- To develop an overview of the quality of teaching and learning across all key stages and of how this relates to performance management of school staff.
- Where there is funding specifically targeted at particular pupil groups the committee will monitor the priorities and impact of spend on the outcomes for those pupils e.g. Pupil Premium, SEND.
- *Closing the Gap*: To monitor, review and evaluate the impact of actions or interventions taken to address differential standards of achievement or rates of progress within groups of pupils (e.g. SEND, gender, free school meals, EAL, LAC).
- To consider data (e.g. RaiseonLine, Fischer Family Trust, the school's own internal tracking data) relating to the achievement, progress and attainment of pupils at the end of each key stage together with evidence from pupil tracking for all intervening years.
- *Pupil Voice*: To review, plan and coordinate strategies to collect and consider pupil view / voice.
- *Wellbeing*: To monitor and hold school leaders to account for the effectiveness with which they promote pupils' and staff wellbeing.
- *Attendance*: To consider strategies for improving attendance, particularly of identified groups and to hold school leaders to account for improvement.
- To determine the best way to spend other specific funds *e.g. year 7 literacy and numeracy catch-up premium and primary schools sports fund* and to review its impact.
- To develop and review policies delegated to the Performance and Standards Committee by the FGB and in accordance with its delegated powers ensure that these policies are up to date, compliant and are implemented effectively.

### **How will this be achieved?**

Through a range of monitoring activities\* which may include:

- ✓ Evaluation and analysis of Raiseonline and other school performance data
- ✓ Co-ordinated classroom visits, learning walks and book trawls
- ✓ Meetings with stakeholders including children and staff members
- ✓ Taking into account information from professionals internal and external to the school.

**Meetings.** There will be 3 meetings per year (1 per term) as part of the Full Governing Body Meeting.