

**Admissions Committee**  
**Quorum 3**  
**Delegated Powers Yes**

Any 3 eligible governors

Convener: Mrs Johnson/IPC Services  
Clerk: Mrs Johnson/IPC Services  
Committee chair: to be elected at each meeting

**TERMS OF REFERENCE**

To apply the admissions policy to applications for admission.

The Headteacher is a member by virtue of his post.

**Appeals Committee**  
**Quorum 3**  
**Delegated Powers Yes**

Any 3 eligible governors

Clerk: Mrs Johnson/IPC Services  
Committee chair: to be elected at each meeting

**TERMS OF REFERENCE**

To consider and decide on any appeals against decisions of the Headteacher or Personnel, Pay and Staff Dismissal Committee.

No governor previously involved in the initial decision of the personnel, pay and staff dismissal committee shall be eligible.

To consider formal appeals against decisions of the Personnel, Pay and Staff Dismissal Committee in relation to pay, in accordance with the agreed pay policy. **Vice Chair and two other governors to hear appeals.**

**Finance Curriculum & General Purposes**  
**Quorum 3**  
**Delegated Powers Yes**

Mrs Helen Baggaley  
Mr Chris Curtis  
Mrs Janice Hamer  
Mr Graham Huckstep  
Mrs Helen Robinson

Any of the four Assistant Heads to be invited as associate members  
Associate governors (School Council) to be invited  
Convener: Mrs Johnson/IPC Services  
Committee chair: to be elected at each meeting  
Clerk: Mrs Johnson/IPC Services  
Reserve: any other governor/all governors welcome to attend

## TERMS OF REFERENCE

### **Responsibilities of the Full Governing Body:**

- to approve the annual budget and medium term financial plan;
- to oversee financial procedures;
- to determine the level of expenditure / virement delegated to the Finance Committee and to the Headteacher;
- to appoint the school fund independent examiner; and
- to approve the Terms of Reference.

### **Responsibilities of the Finance Committee:**

- to recommend the annual budget and medium term financial plan to the full governing body;
- to monitor performance against budget through the receipt of regular reports from the administrative officer / bursar;
- to ensure both consistency and adequate explanation of variances as detailed in the termly financial report/response;
- to report to the governing body regularly on budgetary performance as the year progresses'

Power to incur expenditure on items within the approved budget. Finance Committee to make virement decisions up to a limit of **£20,000** (individual items).

- to undertake a more detailed budgeting and monitoring role on behalf of the full governing body including:
  - consideration in detail of prospective budgets / financial plans and other financial information;
  - detailed monitoring of school fund;
  - ensuring that appropriate systems and procedures are in place to enable Best Value to be demonstrated;
  - consideration and approval of the pre certification checklist and financial risk and control checklist annually;
  - to review and approve the School Service Agreements (SSA);
  - to consider the school's local procedures and the approval of signatories;
  - to prepare the SFVS for submission to the LA annually;
  - to consider the Benchmarking Data;
  - to review the Terms of Reference for the Finance Committee and make recommendations to the full governing body; and
  - to complete the governors' Competency Matrix.

#### **Responsibilities of the Headteacher:**

- day to day management of the school's budget;
- to dispose or sell assets (subject to limits equating to the virement powers);
- to approve purchases from the school fund;
- to prepare the annual budget and the medium term financial plan including options and amendments (as the year progresses);
- to ensure the budget is fully integrated with the school improvement plan;

Power to incur expenditure on most items (unless exceptional or capital) delegated to the Headteacher. Headteacher has power to make Virement decisions up to a limit of **£10,000** (individual items).

- to keep the Finance Committee informed about the school's budgetary position with explanation of variances;

- to ensure that the school's financial practices comply with Hull City Council's financial regulations and the principles of Best Value.
- Production/preparation of:
  - Financial Risk and Control Checklist;
  - SSAs;
  - Schools' Financial Value Standard annual submission;
  - School's local financial procedures;
  - Benchmarking Data;
  - Competency Matrices for staff and governors.

The Chair and Headteacher are members by virtue of their post.

To make recommendation to the full governing body in relation to the curriculum, including consideration of the National Curriculum, the LA's curriculum statement and religious education.  
To consider all premises issues.

**Personnel, Pay & Staff Dismissal Committee**  
**Quorum 3**  
**Delegated Powers Yes**

Mrs Helen Baggaley  
Mr Graham Huckstep  
Mrs Helen Robinson  
Mrs Lisa Russell  
Mrs Jordan Storr

Committee chair: to be elected at each meeting  
(Pay Committee: Chair of Governors)  
Clerk: Mrs Johnson/IPC Services  
Reserve: Any other eligible governor

**TERMS OF REFERENCE**

The Chair, Vice Chair and Headteacher are members by virtue of their post.

No one employed at the school with the exception of the Headteacher is to make decisions on the pay and/or performance of members of staff.

To exercise the discretion of the governing body in relation to pay and grading, in accordance with the agreed pay policy. **The Chair and two more governors to make the decisions on pay.**

To consider individual staff grievances and collective disputes, in accordance with the procedures adopted by the governing body.

To consider and decide upon issues of staff grievances and to resolve any collective disputes in accordance with LA procedures adopted by the governing body.

To consult with staff and trade unions on general school management issues in accordance with LA procedures adopted by the governing body.

To consider and decide upon equal opportunities complaints, in accordance with LA procedures adopted by the governing body.

To shortlist and interview for senior managers and teaching staff.

To shortlist and interview support staff - delegated to the Headteacher.

To consider and make initial decisions on the alteration/reduction of the staffing establishment in accordance with LA procedures adopted by the governing body.

To consider and make decisions on the conduct and discipline of staff in accordance with LA procedures adopted by the governing body.

To consider capability cases in accordance with LA procedures adopted by the governing body.

To consider and decide on parental complaints against the school in accordance with LA procedures adopted by the governing body.

To consider and decide upon cases of permanent exclusion of pupils and fixed period exclusions exceeding fifteen days in a term, in accordance with the School Standards and Framework Act 1998.

## **Worship Working Party Membership 6**

Mr Graham Huckstep  
Mrs Helen Robinson  
Mrs Lisa Russell  
Rev Chris Van Straaten

Associate governors (School Council) to be invited  
RE Co-ordinator – to be invited to meetings

## TERMS OF REFERENCE

To assist the Headteacher in implementing the Worship and RE policies and to form links with the wider church.