

YSGOL RHIWABON



FRAMEWORK
OF
RESPONSIBILITY
September 2017

Date reviewed and updated: Sept 2017.

Signed Chair of Governors: 

Date Approved: 6. 12. 2017.

Policy to be next reviewed: September 2018 or as required

FRAMEWORK OF RESPONSIBILITY

A definition of the responsibilities of each individual involved in the administration of the schools finances is detailed within the job descriptions and should be referred to in conjunction with this statement.

Governing Body

The governing body is responsible for:

- setting a legal budget and the management of it within the terms of the scheme for financing schools (incorporating the council's financial standing orders and regulations)
- to achieve the aims and objectives which it has agreed and incorporated within the school development plan.
- Asking the school management team challenging questions in a supportive manner on their running of the school and school's overall performance

Headteacher

The Headteacher is responsible for:

- Advising the governing body on the establishment of its policies and on all budgeting aspects.
- Day to day operation of the budget and the financial responsibilities delegated to them by the governing body, all in accordance with the established framework of responsibility and within the Authority's financial standing orders and regulations.
- Reporting to the governing body regarding the performance and activities of the school.

Committee Structure & Terms of Reference

Annually the governing body will:

- Decide which functions to delegate to a committee or working group and establish a committee structure.
- Agree the constitution, membership, terms of reference and delegated powers.

General Notes

Where the governing body has delegated a function, this does not prevent the governing body from exercising those functions.

This review can take place at any time but it is good practice that it is reviewed at the first meeting in the Autumn term to run in line with the academic year.

Any decisions made by a committee or working party must be formally recorded in the minutes/notes of the meeting and presented back to the full governing body.

All statutory committees must be clerked. Although non-statutory committees do not need to be clerked, minutes or notes must be taken to record key discussions, recommendations, actions and decisions.

A chair must be appointed annually to each committee. The chair can be appointed by the governing body or elected by the membership of the committee. Members of staff cannot chair committees.

A good committee structure will help to monitor, evaluate and deliver the strategic aims and objectives outlined in the school improvement / development plan.

***Further information and examples can be found on Governor Wales website
[Governor Wales Committee Structure](#)***

Staff Disciplinary & Dismissal Committee (Statutory)

<u>Committee Meetings</u>	<u>Terms of Reference</u>	<u>Membership</u>
<p>The committee shall meet as and when required</p> <p>Chair: to be elected by the committee</p> <p>Clerk: This committee is required by law to have a clerk</p>	<ul style="list-style-type: none"> ▪ To consider and to make any decisions about matters relating to the discipline of staff, grievance, staff capability and redeployment and redundancy in accordance with the procedures adopted. ▪ To liaise and seek advice with the Local Authority in all matters relating to disciplinary and dismissal procedures. ▪ To review the staff disciplinary and dismissal policy, grievance/ capability policy and redundancy policy to ensure it complies with statutory requirements and guidance. ▪ To ensure the membership is properly constituted and impartial. ▪ To consider all evidence presented and reach a balanced decision based on this evidence. ▪ To attend relevant training as appropriate. 	<p>4 Governors (minimum 3)</p> <p>Quorum: 3</p> <p>Disqualifications: - Headteacher - Associate pupil</p> <p>Where there are allegations of child protection, a neutral non- governor must be included in the membership.</p> <p>M Dean (Chair) K Bathers G Edwards K P Jones</p> <p>Llaison: Headteacher</p>

Restrictions on persons taking part in proceedings:

- It is recommended that the chair of the governing body is not a member if this committee due to the likelihood of prior knowledge.
- Any member of the committee who may be tainted or has direct interest or involvement.
- Teacher or staff governors
- It is preferable that the clerk is not a member of the school staff

Staff Disciplinary & Dismissal Appeals Committee (Statutory)

<u>Committee Meetings</u>	<u>Terms of Reference</u>	<u>Membership</u>
<p>The committee shall meet as and when required</p> <p>Chair: to be elected by the committee</p> <p>Clerk: This committee is required by law to have a clerk</p>	<ul style="list-style-type: none"> ▪ To consider any appeals against decisions made by the Staff Disciplinary & Dismissal Committee in respect of staff capability, grievance, disciplinary and dismissal issues and redeployment and redundancy. ▪ To liaise and seek advice with the Local Authority in all matters relating to appeals procedures. ▪ To attend relevant training as appropriate. ▪ The decision of the appeals committee will be final. 	<p>6 Governors (minimum 3 – at least the same number as the first committee)</p> <p>Quorum: 3</p> <p>Disqualifications: - Headteacher - Associate pupil - Any governors involved in the first committee.</p> <p>Where there are allegations of child protection, a different neutral non- governor must be included in the membership.</p> <p>J Lowe (Chair) A Swarbrick A Jackson H Jones</p> <p>Liaison: Headteacher</p>

Restrictions on persons taking part in proceedings:

- It is recommended that the chair of the governing body is not a member if this committee due to the likelihood of prior knowledge.
- Any member of the committee who may be tainted or has direct interest or involvement.
- Teacher or staff governors
- It is preferable that the clerk is not a member of the school staff

Staffing and Personnel Committee

<u>Committee Meetings</u>	<u>Terms of Reference</u>	<u>Membership</u>
<p>The committee shall meet termly</p> <p>Chair: to be elected by the committee</p> <p>Clerk:</p>	<ul style="list-style-type: none"> ▪ To review the whole school pay policy annually, in accordance with relevant developments or legal changes. ▪ To ensure that all HR policies and procedures relating to recruitment, selection, appointment, and staff appraisals are implemented and followed and are kept under annual review following any changes in legislation. ▪ To make recommendations annually to the governing body on the number of staff to be employed in the school after liaising with the headteacher, Finance and Curriculum committees. ▪ To review the pay of each member of staff (in accordance with the pay policy), including any increments and discretionary pay points as recommended by the headteacher and ensure the staff are advised of the outcome. ▪ To recruit and select all staff other than the Head and Deputy head (<i>appointment of Head and Deputy are governed by a separate set of regulations. See page 16</i>) ▪ To monitor the programme of staff development and training and ensure that it is meeting the priorities of the School Development Plan. ▪ To prepare the staffing section of the Governors' Annual Report. ▪ To seek advice from the Local Authority as necessary. ▪ To attend relevant training as appropriate. 	<p>7 governors plus headteacher</p> <p>Quorum: 3 (plus Headteacher)</p> <p>Disqualifications:</p> <ul style="list-style-type: none"> - Members of staff - Associate Pupil <p>* The headteacher must not be present when the subject of consideration is his or her own performance appraisal/ pay.</p> <p>H Jones (Chair) M Dean J Lowe K Bathers K P Jones 2 x VACANCIES</p> <p>Liaison: Headteacher</p>

Restrictions on persons taking part in proceedings:

- Any governor where there may be a conflict of interest.

Headteacher Performance Management Committee

<u>Committee Meetings</u>	<u>Terms of Reference</u>	<u>Membership</u>
<p>The committee shall meet as appropriate to carry out their role.</p> <p>Chair: to be elected by the committee</p> <p>Clerk:</p>	<ul style="list-style-type: none"> ▪ To monitor and review the schools Performance Management Policy. ▪ To agree performance objectives with the headteacher. ▪ To meet termly to review the performance of the headteacher against the objectives set. ▪ To make recommendations in respect of pay awards for successfully meeting the objectives. ▪ To complete all relevant paperwork for headteacher, chair of governors and Local Authority. ▪ To attend relevant training as appropriate. 	<p>At least 2 (or more) governors plus Local Authority advisers.</p> <p>Quorum: At least 3 (majority being governors)</p> <p>Disqualifications: Members of staff</p> <p>M Dean (Chair) T Davidson K Benning L A Advisor(s)</p>

Restrictions on persons taking part in proceedings:

- Any governor where there may be a conflict of interest.

Headteacher's Performance Management Appeal Committee

<u>Committee Meetings</u>	<u>Terms of Reference</u>	<u>Membership</u>
<p>The committee shall meet as required.</p> <p>Chair: to be elected by the committee</p> <p>Clerk:</p>	<ul style="list-style-type: none"> ▪ To carry out any appeal review in accordance with the school's performance management policy. ▪ To attend relevant training as appropriate. 	<p>2 governors plus Local Authority advisers.</p> <p>Quorum: At least 3 (majority being governors)</p> <p>Disqualifications: Members of staff</p> <p>J Lowe (Chair) K P Jones H Jones L A Advisors</p>

Restrictions on persons taking part in proceedings:

- Any governor where there may be a conflict of interest

Complaints Committee

<u>Committee Meetings</u>	<u>Terms of Reference</u>	<u>Membership</u>
<p>The committee shall meet as and when required</p> <p>Chair: to be elected by the committee</p> <p>Clerk:</p>	<ul style="list-style-type: none"> ▪ To review the complaints policy to ensure it complies with latest statutory guidance. ▪ To hear representations relating to a complaint made, which has not been resolved through the earlier stages of the complaints procedure and make a decision. ▪ To inform the complainant of the outcome. ▪ To seek advice from the Local Authority as necessary. 	<p>3 or 4 Governors (it is advised to have some reserve members listed in order to call on should any members be unavailable due to illness or prior knowledge etc.).</p> <p>Quorum: 3</p> <p>Disqualifications: None</p> <p>H Jones K Bathers N Money Penny T Brown V Wright-Davies <i>(Members of the Governing Body in reserve)</i></p>

Restrictions on persons taking part in proceedings:

- Headteacher or teacher/staff governors.
- It is recommended that the chair of the governing body is not a member of this committee due to the likelihood of prior knowledge.
- Any member of the committee who may be tainted or has direct interest or involvement.

Standards and Curriculum Committee

<u>Committee Meetings</u>	<u>Terms of Reference</u>	<u>Membership</u>
<p>The committee shall meet twice during a term</p> <p>Chair: to be elected by the committee</p> <p>Clerk:</p>	<ul style="list-style-type: none"> ▪ To review and monitor the Curriculum policies (e.g. curriculum, assessment, recording and reporting, controlled assessment, examinations, homework, numeracy, literacy, religious education, etc). ▪ To make recommendations to the governing body and review the school's curriculum statement as required in the light of the statutory obligations regarding the National Curriculum. ▪ In collaboration with the members of staff to provide information about how the curriculum is taught, evaluated and resourced (including staffing). ▪ To agree annually the schools' targets for future performance in line with National and Local indicators. ▪ To monitor and review pupil and school performance. Reporting to the governing body according to statutory requirements. ▪ To assist the school in preparing for an Estyn Inspection and ensure that a Post Inspection Action Plan is drawn up and monitored. ▪ To prepare the school's prospectus ▪ To seek advice from the Local Authority as necessary. ▪ To attend relevant training as appropriate. 	<p>5 governors plus headteacher</p> <p>Quorum: 3</p> <p>Disqualifications: None</p> <p>T Davidson (Chair) A Swarbrick K Benning J Lowe A Green T Brown D Thompson M Dean V Wright-Davies</p> <p>Liaison: M Ferron-Evans J Forman H Savva</p>

Restrictions on persons taking part in proceedings:

- Any governor where there may be a conflict of interest.

Students' Committee

<u>Committee Meetings</u>	<u>Terms of Reference</u>	<u>Membership</u>
<p>The committee shall meet termly</p> <p>Chair: to be elected by the committee</p> <p>Clerk:</p>	<ul style="list-style-type: none"> ▪ To review and monitor the pastoral policies (e.g. anti-bullying, asthma, attendance, behaviour, sex & relationships, collective worship, special education needs/additional learning needs, child protection, complaints, data, educational visits, home school agreement, looked after children, photographic images of students guidelines, restraint, safeguarding, smokefree etc). ▪ To consider matters raised by the School Council. ▪ To review and monitor attendance, uniform, rewards & sanctions. ▪ To assist the school in preparing for an Estyn Inspection and ensure that a Post Inspection Action Plan is drawn up and monitored. ▪ To prepare the school's prospectus ▪ To seek advice from the Local Authority as necessary. ▪ To attend relevant training as appropriate. 	<p>10 governors plus headteacher</p> <p>Quorum: 4</p> <p>Disqualifications: None</p> <p>A Swarbrick (Chair) K Benning H Jones R Dean A Jackson V Wright-Davies</p> <p>Liaison: J Forman</p>

Restrictions on persons taking part in proceedings:

- Any governor where there may be a conflict of interest.

Pupil Discipline & Exclusions Committee (Statutory)

<u>Committee Meetings</u>	<u>Terms of Reference</u>	<u>Membership</u>
<p>The committee shall meet as and when required</p> <p>Chair: to be elected by the committee</p> <p>Clerk: This committee is required by law to have a clerk</p>	<ul style="list-style-type: none"> ▪ To review and monitor the pupil behaviour/discipline policy as appropriate. ▪ To consider the decision of the headteacher to exclude a pupil from the school in accordance with the school policy 	<p>4 Governors</p> <p>Quorum: 3</p> <p>Disqualifications: - Headteacher - Associate Pupil</p> <p>A Swarbrick (Chair) V Wright-Davies H Jones K Bathers</p>

Restrictions on persons taking part in proceedings:

- Any governor where there may be a conflict of interest.

Finance, Marketing, Health, Safety & Premises Committee

<u>Committee Meetings</u>	<u>Terms of Reference</u>	<u>Membership</u>
<p>The committee shall meet termly</p> <p>Chair: to be elected by the committee</p> <p>Clerk:</p>	<ul style="list-style-type: none"> ▪ To provide guidance and assistance to the headteacher and the governing body in all matters relating to budgeting and finance. ▪ To consider each year's annual development plan, identify the priorities, draft and present an annual budget to the governing body for approval. ▪ To receive regular reports on the school's income and expenditure, and monitor these against the budget plan and to take remedial action where necessary. ▪ To monitor pupil number trends to assess the effect on budget allocation and staffing levels ▪ To receive and determine approval for all requests from the Staffing + Staff Remuneration Committee (PC1) regarding pay and consider any issues referred by any other committee. ▪ To review the school's financial policies including the charging & remissions policy. ▪ To ensure the school complies with the Financial Regulations of the Local Authority. ▪ To ensure the annual audit of accounts for the voluntary funds held by the school. ▪ To prepare the school financial statement section of the Governors' Annual Report to parents. ▪ To seek advice from the Local Authority as necessary. ▪ To attend relevant training as appropriate. 	<p>5 governors plus headteacher</p> <p>Quorum: 3</p> <p>Disqualifications: None</p> <p>M Dean (Chair) J Lowe N Money Penny K Benning T Brown M Robinson K P Jones A Green V Wright-Davies K Bathers</p> <p>Liaison: G Evans</p>

Restrictions on persons taking part in proceedings:

- Any governor where there may be a conflict of interest.

Governors' Annual Report to Parents' Committee

<u>Committee Meetings</u>	<u>Terms of Reference</u>	<u>Membership</u>
The committee shall meet during the Autumn/Spring terms Chair: to be elected by the committee Clerk:	To draft and produce the annual report to parents.	4 governors plus headteacher Quorum: 3 Disqualifications: None Liaison: Headteacher

Restrictions on persons taking part in proceedings:

- Any governor where there may be a conflict of interest.

Head / Deputy Head Selection Panel Committee

<u>Committee Meetings</u>	<u>Terms of Reference</u>	<u>Membership</u>
<p>The committee shall meet as and when required</p> <p>Chair: to be elected by the committee</p> <p>Clerk:</p>	<ul style="list-style-type: none"> • To discuss appointment/advert. • To follow the correct LA procedure regarding interviewing for a Head/Deputy Head post 	<p>Chairs of the various committees up to a total of 6.</p> <p>Disqualifications: None</p> <p>K Benning (Chair) M Dean A Swarbrick J Lowe</p> <p>Liaison: Clerk / LA Officer</p>

Restrictions on persons taking part in proceedings:

- Any governor where there may be a conflict of interest.

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Authorisation Limits

	<u>Commitment To Purchase</u>	<u>Certification of Invoices</u>	<u>Approval of Virement</u>
Governing Body	No limit	No Authority	No limit
Finance Committee	£10,000	No Authority	£5,000
Headteacher	£50,000	£50,000	£5,000
Business Manager	£10,000	£10,000	£5,000
Admin Officer	£5,000	£5,000	No Authority
Head of Department	£500	No Authority	No Authority
Caretaker	£500	No Authority	No Authority