

Terms of reference for FGB

- **To agree constitutional matters***, including procedures where the governing body has discretion
- To recruit new members as vacancies, arise and **to appoint new governors*** where appropriate
- **To hold at least three governing body meetings a year***
- **To appoint or remove the chairman and vice chairman***
- **To appoint or remove a clerk to the governing body***
- **To establish the committees of the governing body and their terms of reference***
- To appoint the chair of any committee (if not delegated to the committee itself)
- **To appoint or remove a clerk to each committee***
- **To suspend a governor***
- **To decide which functions of the governing body will be delegated to committees, groups and individuals***
- **To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the governing body is necessary***
- To approve the first formal budget plan of the financial year
- To keep the health and safety policy and its practice under review and to make revisions where appropriate
- **To review the delegation arrangements annually***

Terms of reference for Staffing and Finance committee.

- To review and recommend for adoption the procedures for dealing with staff discipline and grievances and ensure that staff are informed of these.
- To review the criteria for redundancy in line with Local Authority guidelines and make recommendations to the governing body for approval.
- To liaise and consult with other committees where necessary.
- To review staffing structure.
- To monitor staff absences.
- To review redundancy procedures.
- To assist the headteacher in the appointment of staff.
- To guide and assist the headteacher and the governing body in all budgeting and financial matters.
- To Review financial policy statements, including long term planning.
- To Present an annual budget for approval by the governing body, including agreed priorities of the School Improvement Plan.
- To monitor the budget at regular intervals.
- To report the financial situation at each full governing body meeting and make recommendations where necessary.
- To agree the level of delegation to the headteacher for the day-to-day financial management of the school.
- To monitor the income and expenditure of all public funds, to receive and where appropriate, respond to audits of these.
- To adopt the Local Authority policy on Equality and Diversity and make reference to it as appropriate in relation to staffing and pay conditions.

Pay Policy

- To review the salaries of teachers effective September 1 annually, in accordance with existing arrangements

- Notify staff members in writing of the decisions reached and the criteria used to determine their spine allocation.
- To review the headteachers and deputy headteachers performance regarding school leadership and management.
- To monitor and evaluate the headteachers performance management. (Select committee in place,)
- To undertake a salary review at any other time the governing body directs there is a need to do so.
- Make recommendations to the governing body for ratification.