



Committee structure, terms of reference, ordering procedures and delegations

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Signed..........Chair of Governing Board

Appendix 1

Introduction

This booklet sets out the Melcombe Primary School Governing Board committee structure, terms of reference for each committee together with the delegation of responsibilities and financial activities.

The Governing Body and its committees' work in accordance with existing education legislation:

- with integrity, objectively and honestly in the best interests of the school
- in accordance with education law, and will consider any advice given by the head teacher
- by being open about their decisions and actions
- strategically by
 - setting the aims and objectives for the school
 - establishing policies for achieving those aims and objectives;
 - setting targets by which progress towards those aims and objectives can be measured;
 - reviewing and monitoring progress in achieving the aims and objectives.
- as a 'critical friend' to the head teacher, offering support, advice ,second opinion and help, and also challenging , asking questions and offering constructive criticism when necessary

Each committee is responsible for the functions, which have been delegated to it by the full Governing Board. They operate under their own terms of reference (which are set out later in this booklet), meet once per term and are required to:

- provide regular written minutes to the Governing Board identifying decisions taken or required;
- establish and review policies coming within its area of responsibility and plan accordingly;
- review the effectiveness of the committee and recommend variations to the terms of reference where appropriate.

The establishment, terms of reference, constitution and membership of each committee is reviewed annually by the Governing Board.

The head teacher is a governor of the school and a governor member of all committees (unless otherwise indicated). As principal manager of the school, the Head Teacher is responsible for the internal organisation, management and control of the school; for advising the other governors; and for implementing the strategic framework. Incorporated in the role of advising the Governing Board are:

- formulating aims and objectives for the school, for adoption, modification or rejection by the Governing Board
- formulating policies and targets for the Governing Board to consider adopting
- reporting to the Governing Board on progress, at least each term.

Decisions about delegation are taken by the full Governing Board in the light of:

- the requirement for the Governing Board to fulfil a largely strategic function within the school
- the responsibility of the Head Teacher for the internal organisation, management and control of the school
- the requirement for the Head Teacher to comply with any reasonable direction of the Governing Board in carrying out a function delegated by the Governing Board.

The chair of each committee is appointed each year by the governing Board and has the responsibility to set the agenda and report committee decisions to the governing Board. The committees meet and report to the governing Board not less than once each term.

A clerk to each committee is appointed annually by the committee members and is responsible for providing committee members with written notice of a meeting, a copy of the agenda and any papers to be considered at the meeting at least seven days before the meeting. (The Chair and Clerk may not be the same person).

At least three governors serve on each committee. Additional non-governors can be members, but may not outnumber the governor members, and some or all may be given voting rights.

A quorum for any committee meeting and for any vote is three governors.

Roles and Terms of Reference

Chair of the Governing Board

- To ensure the business of the Governing Board is conducted properly, in accordance with legal and London Borough of Hammersmith and Fulham delegation requirements.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- To establish and foster an effective relationship with the Head Teacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Board acts as a sounding board to the Head Teacher and provides strategic direction

The Head Teacher, Staff Governors, Pupils or Staff Members may not be elected as Chair of governors

Clerk to the Governing Board

- To work effectively with the Chair of Governors, the other Governors and the Head Teacher to support the Governing Board
- To advise the Governing Board on Constitutional and Procedural Matters, duties and powers
- To convene meetings of the Governing Board
- To attend meetings of the Governing Board and ensure minutes are taken
- To maintain a register of members of the Governing Board and report

- vacancies to the Governing Board
- To give and receive notices in accordance with relevant regulations
- To perform such other functions as may be determined by the Governing Board from time to time

Governors, Associate Members or the Head Teacher may not act a clerk to the Governing Board

Chair of a Committee

- To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making

Clerk to Committees

- To advise the Committee on procedural and legal matters
- To convene meetings of the Committee
- To attend meetings of the Committee and ensure minutes are taken
- To perform such other functions with respect to the Committee as may be determined by the Governing Board from time to time

The Head Teacher may not act as clerk to any committee

The Governing Board

- To agree constitutional matters*, including procedures where the Governing Board has discretion
- To recruit new members as vacancies arise and to appoint new governors* where appropriate
- To hold at least three Governing Board meetings a year*
- To appoint or remove the Chair and Vice Chair*
- To appoint or remove a Clerk to the Governing Board*
- To establish the committees of the Governing Board 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 Board 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 Board 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*
- To agree, by early in the autumn term, the programme of work and calendar of meetings for the Governing Board and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents
- To monitor the progress of work being undertaken by committees and individuals
- To establish and keep under review a protocol for the Governing Board
- To establish and keep under review arrangements for Governors' visits to school
- To oversee arrangements for Governor involvement in formulating and monitoring the School Improvement Plan
- To monitor the implementation of the Freedom of Information Publication Scheme
- To strategically review home/school links
- To consider and respond to consultations on the LA Admissions Policy
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, e.g. SEN, Literacy, Numeracy.
- To agree, by early in the autumn term, the programme of work and calendar of meetings for the Governing Board and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents

Item marked with an * cannot be delegated to either a committee or an individual

Finance Committee terms of reference

- In consultation with the Head Teacher, to draft the first formal budget plan of the financial year
- To establish and maintain an up to date 3 year financial plan
- To annually review benchmarking data
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Board
- To ensure that the school operates within the Financial Regulations of the Local Authority
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Board
- To agree and monitor the Petty Cash Policy
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements
- To make decisions on expenditure following recommendations from other committees
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To determine whether sufficient funds are available for pay increments as recommended by the Head Teacher
- In the light of the Head Teacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments
- To draft the School Pay Policy and present it to the governing Board for approval.
- To review and monitor the implementation of the School Pay Policy

No person employed to work at the school other than as the Head Teacher, may be present at that part of a Finance meeting when the subject for consideration is the pay or performance review of any person employed to work at the school.

Curriculum, Pupils, Parents and the Community Committee term of reference

- To ensure the National Curriculum is taught to all pupils and consider any disapplications.
- Set targets for pupil attendance and monitor pupil attendance against those targets.
- Ensure that the register of pupils is maintained
- To consider and advise the Governing Board on standards and other matters relating to the school's curriculum, including statutory requirements.
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Board
- To review, adopt and monitor policies for Collective Worship and Sex Education.
- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator
- To ensure the implementation of the Child Protection Policy and review if

necessary

The Curriculum committee's responsibilities shall include curriculum, pupils, parents and the community

- **Ensure the National curriculum is taught to all pupils**
- **Set targets for the achievement of pupils** at the end of Key Stage 2 in the following year and ensure those targets are published in accordance with the requirements. Review pupil achievement against the targets set
- **Set targets for pupil attendance** and monitor attendance against those targets
- Ensure that the **register of pupils** is maintained
- Review the school curriculum policies and recommend for governing Board approval
- Review the **Sex Education Policy**, and **Collective Worship Policy**, and recommend any changes for governing Board approval
- Monitor and review the relevant sections of the **School Accessibility Policy**
- Monitor and review the relevant sections of the **Race Equality Policy**

Premises Committee terms of reference

- To advise the Governing Board on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance
- To make recommendations to the Finance Committee on premises-related expenditure
- In consultation with the Head Teacher and the Finance Committee, to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing Board policy
- To establish and keep under review a Building Development Plan
- To establish and keep under review an Accessibility plan

The overseeing arrangements in regard to Health and Safety will include:

- Having a named governor with health and safety responsibilities
- Reviewing, updating the School Health and Safety Policy - Chair to sign and date policy
- Reviewing school's compliance with the council health and safety handbook
- Ensuring the school management team has considered specific health and safety issues and that legal minimum standards for health and safety are being met
- Reviewing and ensuring adequate welfare provision for staff
- Monitoring the performance by checking that
 - physical controls are in place and working
 - staff are following the Health and Safety Procedures
 - procedures are working
- Overseeing site security arrangements and practice and reviewing periodically
- Monitoring the asbestos register and ensure that it is always up to date.
- Monitoring and reviewing the Managing Medicines Policy.

Personnel Committee terms of reference

- To draft and recommend the staffing structure of the school, in line with the SDP and any changes in the National Agreement
- To undertake the recruitment and selection of the Head Teacher and Deputy Head Teacher
- To ensure that all recruitment will be undertaken in accordance with the LA Personnel Procedures Manual.
- To implement the Confidential Reporting Code, if adopted by the governing Board.
- To oversee and advise on the continuing professional development of the school management and staff, in line with the educational priorities of the school and the recommendations made by the performance reviewers.
- To oversee the appointment procedure for all staff
- To establish and review a Performance Management policy for all staff
- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To review and ensure adequate welfare provision for staff
- To make recommendations on personnel related expenditure to the Finance Committee
- To consider any appeal against a decision on pay grading or pay awards
- To regularly review the single central record

Any person employed to work at the school other than as the Head Teacher, may not attend any part of this committee when the subject for consideration is the pay or performance review of any person employed to work at the school.

Delegation to the Head Teacher

- Appointment of Teaching Assistants, NQTs, Support Teachers and Class Teachers.
- Appointment of Non-Teaching Staff - Head teacher to report to Committee. (In cases where posts are advertised internally only, 1 non-staff governor shall attend.)

Policy Review Group

- To review, adopt and monitor school policies which can be delegated and do not fall under the responsibility of one of the school committees.

Membership of the Policy Review Group will comprise 4 members of school staff.

Head Teacher's Performance Review Group terms of reference

- To arrange to meet with the External Adviser to discuss the Head Teacher's performance targets
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the Head Teacher against the targets
- To make recommendations to the Finance Committee in respect of awards for the successful meeting of targets set

Membership of the Review Group will comprise 3 members of the Governing Board excluding Staff Governors.

Disciplinary Committee terms of reference

- To make any determination to dismiss any member of staff
- **To make any decisions under the Governing Board's personnel procedures e.g. disciplinary, grievance, capability where the Head Teacher is the subject of the action***
- To make any decisions relating to any member of staff other than the Head Teacher, under the Governing Board's personnel procedures
- To make any determination or decision under the Governing Board's General Complaints Procedure for Parents and others

Items marked *cannot be delegated to an individual

Membership of the committee will be not less than 3 experienced members of the Governing Board.

The Head Teacher may not sit on this committee.

A pool of governors may be used, from which governors can be called, according to availability, to undertake the functions of the Governing Board.

Disciplinary Appeals Committee terms of reference

- To consider any appeal against a decision to dismiss a member of staff made by the Disciplinary Committee*
- To consider any appeal against a decision short of dismissal under the Governing Board's personnel procedures e.g. disciplinary, grievance, capability*
- To consider any appeal against selection for redundancy*

Items marked*cannot be delegated to an individual

Membership of the committee will be not less than 3 experienced members of the Governing Board. A pool of governors may be used, from which governors can be called, according to availability, to undertake the functions of the Governing Board

The Head Teacher may not sit on this committee, or any member of the Disciplinary committee.

Pupil Discipline Committee terms of reference

- To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate*)
- To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (*meeting to be held between 6th and 50th school days after receiving notice of the exclusion*)
- To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (*meeting to be held between 6th and 15th school days after receiving notice of the exclusion*)
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Board or relevant committee
- *Any items which individual governing bodies may wish to include*

Membership of this committee shall be drawn from a pool of governors from which three will serve as the Discipline Committee to consider particular exclusions. If a governor has a connection with the pupil or the incident that could affect their ability to act impartially they should not serve at the hearing.

The Head Teacher may not service on this committee or any Governor with prior knowledge of the pupil or the incident, or the Chair of Governors due to probable prior knowledge.

Delegation of Responsibility to Individuals

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference.

- To liaise with the appropriate member(s) of staff
- To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the School
- To regularly report to the Governing Board or a Committee, whichever the Governing Board deems most appropriate, on developments and progress within their area of responsibility
- To raise the profile of the area of responsibility when related matters are considered by the Governing Board
- To attend training as appropriate

The following functions **CANNOT** be delegated to an **individual**:

- The alteration, closure or change of category of maintained schools
- The approval of the first formal budget plan of the financial year
- School discipline policies
- Exclusions of pupils (except in an emergency when the Chair has the power to exercise these functions)
- Admissions

Financial Management

Melcombe Primary School operates in accordance with **the Education Act 2012**, and in compliance with the **Schools Financial Value Standard procedure**.

The governors have a collective responsibility for financial decisions that are made in the context of how the school is run and are answerable to parents and the wider community. The governing Board supported by information and advice from the head teacher, decides the strategic direction of the school.

Responsibility for the implementation of financial decisions remains with the head teacher. In order, therefore, that the governors fulfil their role in giving the school strategic direction, it is important that they (and school staff involved in financial management) understand their responsibilities.

The governors are required to:

- set financial priorities through the School development Plan, 3 year financial plan and annual budget.
- determine how the school's delegated budget should be spent, in accordance with the school development plan and curriculum requirements laid down by the government.
- manage the budget, consider the annual budget plan, approve the budget, consider and approve any proposed revisions to the budget plan.
- determine any delegation of their powers to spend the delegated budget to the head teacher.
- be consulted by the LEA on significant changes to the LEA fair funding.
- ensure that accurate accounts are kept.
- determine the staff complement and pay policy for the school in accordance with School Teachers Pay and Conditions.
- act as a critical friend to the head teacher by providing advice, challenge and support.
- establish a written performance management policy to govern staff appraisal in consultation with the staff.

The head teacher is required to:

- provide vision, leadership and direction for the school and ensure that it is managed and organised to meet the aims and targets established by the Governing Board.

- be responsible for the internal organisation, management and control of the school.
- advise on, and implement the governing Board strategic framework.
- formulate aims and objectives, policies and targets for the Governing Board to consider adopting.
- report on progress to the Governing Board at least once a year.
- formulate and implement the policies leading the school towards the set targets.
- provide the Governing Board with enough information to ensure that the governors are confident that delegated responsibilities and the head teacher's responsibilities have been met.
- be accountable (along with other professional staff) to the Governing Board for the school's performance.
- draw up and submit to the Governing Board an annual budget plan for the School Fund, and any proposals for revision to the budget plan as required by the LEA scheme.

Asset Management

The Governing Board requires a comprehensive inventory of the school to be undertaken annually (excluding consumable items):

- **Assets valued at under £5,000** may only be disposed off with the written authority of the Head Teacher.
- **Assets valued over £5,000** may only be disposed off with the written authority of the Assistant Director of Resource, subject to three independent valuations of the asset being obtained.
- **Debts of £500 or less** may be written off by the Head Teacher subject to such debts being reported to the governing Board.
- **Debts over £500** may be written off subject to the agreement of the Children's Service Finance
- **Prior written authorisation must be obtained from the Governing Board for any disposal** of an asset to a current or former member of staff or external organisation that receives funding from the Borough. Any such proposal will only be considered if it is as a result of being a response to a published advert.
- Any writing off of debts must be reported to the Governing Board.
- Where any asset is taken off the school premises on loan, a record must be kept by the Head / Deputy Head teacher detailing the asset on loan and a signature of the member of staff responsible for the loan.

School Fund

The Governing Board requires voluntary school funds to be accounted for separately from the school's delegated budget. The fund is to be audited annually by an independent examiner, a statement prepared and the outcome reported to the Governing Board.

The fund must include, but not limited to, such items as income from uniforms, the school shop, school trips and outings.

The appropriate receipts must accompany expenditure.

Income

All income, from whatever source (other than receipt of funding associated with the delegated budget) must be acknowledge with a pre-numbered receipt.

Income collections may **not** be used for the encashment of personal cheques or for any other payments.

Ordering procedure

In all circumstances

- **an order must be issued** for all works, goods or services other than utilities, rents, rates and petty cash payments. Individuals may NOT use official school orders to obtain goods / services for their own purposes.
- **orders may only be signed** by those with the appropriate delegated authority.
- **the signatory of an order** must be satisfied that the goods / work / services ordered are appropriate and needed, there is adequate budgetary provision, quotations have been obtained where necessary and the contractor / supplier is competent in terms of the health & safety, technical ability and financially sound where appropriate.

The order should include, but not limited to:

- the total cost, including any agreed stage payments (which must not exceed 50% of the total cost without the specific agreement of the Chair of Governors, Premises or Finance).
- the time-scales by which all work / supply is to be completed.
- any access arrangements that are necessary to enable the work / supply to be undertaken.
- the agreed specification defining the product / work or services required.

Unless agreed otherwise by the Chair of the Governing Board or Chair of the Premises Committee the specification should be based on 'functional requirements' and NOT on specific materials thus placing the emphasis on the contractor to determine the standard of work, goods or services that are fit for the purpose for which they are intended.

- confirmation that the contract is based on Melcombe Terms and Conditions (where appropriate).
- any retention's to be applied.

Where:

- urgency requires a verbal order, this should be confirmed by a written order.
- a contractor acknowledges receipt of an order and the contractor's acknowledgement contains alternative terms and conditions they should be rejected by Melcombe unless otherwise agreed by the Chair of Governors, Finance or Premises.
- staged payments are agreed, a register shall be maintained by the school secretary (finance officer) recording the amounts due and payments made under an Order.

Orders between £1,000 and £10,000 may only be committed after two quotations have been obtained unless agreed otherwise by either the Chair of finance or Premises.

Where only one quotation has been obtained, it must be shown that this represents 'best value' to the school.

Orders for goods, works or services of a proprietary nature must be reported to the Governing Board

Orders in excess of £10,000 may only be committed after three quotations (unless it is impractical to do so) have been obtained.

- the governing Board recognises that there are times when there are difficulties in obtaining three quotations from prospective contractors and, subject to the prior agreement of the Chair of Premises or Chair of Finance, may be prepared to proceed with a requirement valued at less than £5,000 based on two quotations).
- prior to seeking quotations for work / service projects, the Chair of governors, Premises or Finance should be consulted on what retention (if any) will be held and the time scale before the retention is released. Retention may also be applied for work valued at less than £10,000 where it is felt appropriate.
- where a quotation, other than the lowest is not accepted, the reasons must be recorded and reported to the Governing Board.

Petty Cash

Minor Items, approved in advance by a member of staff shown within the delegated authorities may be purchased without an order and the cost reclaimed via petty cash subject to:

- production of a Petty Cash claims form supported by the appropriate itemised receipt which must show the name of the supplier
- the amount **not exceeding £30**
- funding being available under a cost centre within the school budget

Item costs reimbursed via petty cash are limited to:

- Top ups of phone or Oyster travel cards used in respect of school business
- Bus, rail and travel fares associated with school business
- Food products or ingredients for educational cooking sessions
- Milk, tea, coffee or refreshments for school events
- Plants
- Ad-hoc stationery items not usually provided through the school office
- Postage
- Activity items and toys
- Cleaning products (not associated with the school cleaning contract)
- Parking Meter costs arising from visits associated with school business
- Individual Key replacements
- Small maintenance items required by Site Management
- Photographs associated with school displays
- Ad-hoc laundering of rugs (excluding carpet cleaning by an outside contractor)

The amount of petty cash held within the school may NOT exceed £300 unless otherwise agreed with the Head Teacher / Deputy Head Teacher and reported to the Governing Board.

Minor Items, approved in advance by a member of staff shown within the delegated authorities may be purchased without an order. The cost may be reclaimed via petty cash on production of a Petty Cash claims form supported by the appropriate receipts.

Receipt of Goods / Services

All goods received into the school (other than minor items for which payment is being made via petty cash) or services being undertaken are required to be certified by an authorised member of staff with delegated authority that they match an order for the goods or services ordered.

Where no order is on file within the office the goods / services will NOT be accepted into the school.

Payment

A copy of all orders placed (together with supporting quotations where applicable) must be lodged with the school secretary.

A second copy of the order must be lodged with the Site Care Administration Officer where the goods being purchased or work undertaken represent an addition to the school inventory.

With the exception of utilities, rents, rates and petty cash claims, **payment will only be made against an invoice for which:**

- **an order has been issued** by an individual with delegated authority.
- **receipt of goods into the school has been confirmed by a delegated 'receiving officer'** (or the acceptability of work or services undertaken has been certified by a designated representative agreed prior to issue of the order). Those ordering the goods may NOT certify that they have been received.
- **the invoice has been certified for payment** by a delegated 'certifying officer' who is required to certify that the
 - goods supplied, work done, or services rendered have been satisfactorily carried out and in compliance with the order.
 - charges and discounts claimed are in accordance with the order.
 - account has not previously been paid.
 - order and delivery note are attached to the invoice.
 - proper entries have been made in the school inventory where appropriate.
 - VAT recoverable on the payment has been identified and expenditure coded accordingly.
- **the invoice has been authorised for payment** by a delegated 'authorising officer' confirming that:
 - the invoice has been correctly certified and coded.
 - the invoice has not previously been paid.
 - the expenditure is covered in the appropriate revenue budget provisions.

Cheques to a contractor / supplier in respect of payment against an invoice may only be signed by those with the necessary authority delegated to them by the Governing Board.

A copy of all orders placed, associated quotations where applicable, certified delivery notes and invoices are to be retained by the school secretary and available for inspection for a period of six years from satisfactory completion of the order.

Delegated Authorities

The Governing Board has delegated the determination of the Head Teacher's pay scale to the Head Teacher's Performance Review Group

The following are delegated by the Governing Board to the Head Teacher:

- to lead and manage the creation of a strategic plan (School Development Plan), underpinned by sound resource planning and which identifies priorities and targets ensuring that pupils achieve high standards and make progress, increasing teachers effectiveness and securing school improvement.
- ensuring the relevant LEA financial regulations, Standing orders or DfES requirements are implemented.

- establishing sound internal controls which are managed on a daily basis by the head teacher and the school secretary.
- ensuring the effective implementation of current financial systems and procedures described in the financial management handbook (even in the absence of key staff).
- checking that funds delegated by the LEA are correct.
- compiling draft budgets to the Governing Board and appropriate committees.
- ensuring regular reconciled budget / financial reports are produced for the Governing Board, the LEA and DfES are appropriate.
- review insurance arrangements for the school and report to the Finance Committee annually.
- establishing and monitoring a stock check process for the school and report to the Finance Committee annually.
- appointment of Newly Qualified Teachers, Support Teachers and temporary class teachers
- appointment of Non-Teaching Staff and reporting such appointments to the Personnel Committee. Where posts are advertised internally, one non staff governors shall attend the interviews.
- ensuring that all recruitment is undertaken in accordance with the LEA Personnel Procedure Manual
- undertake regular health and safety assessments to ensure compliance with the H&S requirements and report to the governing Board
- review and recommend school discipline / behaviour policy
- ensuring pupil attendance arrangements meets statutory requirements
- ensuring arrangements for reporting to parents meet statutory requirements
- reviewing those policies in accordance with the Governing Board policy review timetable
- ensuring pupil welfare including school meals
- overseeing home / school and community links including police and local business
- authorising expenditure in line with the schools' financial policy, within the agreed budget plan.
- approving any urgent / emergency expenditure not identified in the agreed budget plan to a limit of **£10,000 per term** in consultation with the Chair of the Finance Committee and to report the expenditure to the committee.
 - any urgent / emergency expenditure over £10,000 must have prior approval from the Finance Committee.
 - any urgent / emergency expenditure over £25,000 must have prior approval from the Governing Board

- adjusting the budget plan across budget headings (including the allocation of contingency funds) in line with the school development plan, subject to the following limits:
 - up to £10,000
 - over £10,000 in consultation with the Chair of Finance
 - over £15,000 in consultation with the Finance Committee
 - over £25,000 in consultation with the Governing Board
- planning for depreciation and replacement of school assets (e.g. furniture, equipment, etc.) and recommend to the Governing Board accordingly

Signing of Purchase / works orders

Orders may be signed by:

- **A member of the teaching staff** with subject co-ordination responsibilities
 - up to £500 subject to funding being available within the subject cost centre in the learning resource budget.
 - over £500 in consultation with the head teacher to a maximum available in the subject cost centre within the learning resource budget.
- **Site Care Administration Officer**
 - up to £500 for general maintenance, stock or work subject to funding being available within the premises general maintenance budget.
 - up to £1,000 for planned refurbishment projects previously agreed by the Governing Board Premises Committee for which funding is available within the premises refurbishment budget.
 - up to £2,500 for capital work subject to the agreement of the Head Teacher and /or Chair of Governors or Premises subject to funding being available within the premises or capital budget.
- **The Deputy Head Teacher**
 - up to £2,500 subject to funding being available within the relevant budget.
 - up to £5,000 for planned refurbishment projects previously agreed by the Governing Board Premises Committee for which funding is available within the premises refurbishment budget.
 - up to £10,000 for capital work subject to the agreement of the Head Teacher and /or Chair of Governors or Premises subject to funding being available within the premises or capital budget.
- **The Head Teacher**
 - up to £10,000
 - over £10,000 in consultation with the Chair of Governors
 - over £15,000 in consultation with the Finance Committee
 - over £25,000 in consultation with the full Governing Board

In the absence of the Head Teacher, the Deputy Head Teacher may undertake the Head Teachers delegated authority.

- **The Chair of Governors**

In the absence of the Head Teacher or where time is of the essence in order to meet an urgent / emergency action

- Up to £15,000
- Over £15,000 in consultation with the Finance Committee
- Over £25,000 in consultation with the full Governing Board

In the absence of the Chair, the Vice Chair may undertake the Chair's delegated authority.

In all circumstances, orders may only be placed:

- **where sufficient funding is available within the relevant cost centres in the school budget or funding has already been secured and can only be claimed on completion of the order**
- **by those with the appropriate delegated authority**
- **in accordance with the school's ordering procedures.**

Payment

The governing Board has delegated authority to the following in respect of the receipt of goods / services, certification and authorisation of invoices and the payment of cheques from the school account:

- **Receiving Goods**

- Site Care Administration Officer
- Site Manager

- **Authorisation of invoices**

- Wayne Leeming
- Carroll Campbell
- Jenny Cox (Inclusion co-ordinator)

- **Cheque signatories**

- Wayne Leeming
- Carroll Campbell
- Jenny Cox (Inclusion co-ordinator)

Cheques under £500 may be signed by one signatory (preferably Wayne Leeming or in his absence by one of the other signatories).

Cheques £500 and over must be signed by the Wayne Leeming and one other signatory.

Cheques over £50,000 and greater must be countersigned by Dave McNamara (London Borough of Hammersmith and Fulham)

Authorised signatories may NOT sign a cheque:

- that is made payable to him / herself.
- that is not completed correctly in terms of date, payee, amount in words and amount in figures.
- where there is only one signatory and the signatory has also authorised the invoice.