

Committee Structure**Finance and Resources Committee****Terms of Reference/Areas of Responsibility****1. Making appropriate recommendations to the Governing Body in relation to:**

- Budget Share as determined by the LA and an annual budget plan
- Consideration of new spending proposals and resource requests
- Consideration of Financial aspects of all matters received from the LA
- Risk and financial aspects of Health & Safety issues
- Ongoing review of financial policies including income generation
- Appraisal and prioritisation of capital investment in relation to construction, repair and maintenance of the site.

2. Contributing to plans and targets and monitoring of progress in respect of:

- The annual budget
- Capital spending plans
- The financial aspects of the School Development Plan
- The financial aspects of the School's Ofsted Action Plan
- Sickness Absence
- Health and Safety.

3. Financial Management of Durham SCITT:

The Chair of Governors of the Lead School, (Woodham Academy), has signed the Financial Memorandum issued by the TA accepting responsibility for the appropriate stewardship of the training funds allocated by the TA in accordance with the provisions of the Education Act 1994. The Governing Body of the Lead School (Woodham Academy) holds overall responsibility for the financial management of the Durham SCITT.

- The approval of the annual budget including the delegation of the budget responsibilities to budget managers.
- The regular, at least termly, monitoring of actual income and expenditure against each budget and revised forecast for the year in the format prescribed below.
- Ensuring the annual financial statements are produced in accordance with the TA requirements.
- Reviewing reports by the Responsible Officer as to the effectiveness of the financial procedures and controls.
- Responsibility for the implementation and management of an effective system of internal controls that are consistent with the requirements set out in the Financial Memorandum.

4. Delegated powers to:

- Agree and oversee tendering procedures for works goods and services
- Decide budget transfers beyond the limits for transfers delegated to the Headteacher/SCITT Director
- Agree improvements to the site within resource limits and approved budgets
- Agree acquisition of furniture, equipment and plant within approved budgets and resource limits and agree method of disposal of assets no longer required
- Ensure an independent annual audit of all voluntary school funds and report audit

findings to parents.

Financial Delegations to Headteacher:

Power to take operational management decisions in accordance with policies and procedures to facilitate the day to day running of the school

Power to act in matters of urgency in consultation with the Chair of Governors and report back to committee for information

Power to incur expenditure within the approved budget/s

- Budget transfers between budget heads up to a maximum of £1,000 or 10% whichever is the greater, any one transfer, subject to the remaining budget being adequate for the rest of the year
- Full control over the allocation and management of the Capitation budget.
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Financial Delegations to SCITT Director:

Power to take operational management decisions in accordance with policies and procedures to facilitate the day to day running of Durham SCITT

Power to act in matters of urgency in consultation with the Headteacher / Chair of Governors and report back to committee for information

Power to incur expenditure within the approved budget/s

- Budget transfers between budget heads up to a maximum of £1000 or 10% whichever is the greater, any one transfer, subject to the remaining budget being adequate for the rest of the year
- Full control over the allocation and management of the resources budget
- Power to authorise bursary payments to trainees.

First Committee / Pay Review Committee

Terms of Reference / Area of Responsibility

- To act in accordance with the Whole School Pay Policy (revised and agreed by the Governing Body annually) to include matters relating to the determination of additional responsibility points, regradings, recruitment and retention points; and the annual review including the Headteacher and Deputy Headteachers performance review/targets.
- To act in accordance with Durham SCITT Financial Procedures Manual in relation to employees contracts and job evaluation.
- To deal with matters relating to Staff Discipline / Grievance, Ill Health, Reducing Staffing establishment and Capability.
- Ongoing review development and implementation of performance management arrangements.
- Consider or approve applications / requests for regrading.

Delegation to Headteacher:

Delegated power to Oral warning.

Policy Planning Committee

Terms of Reference/Areas of Responsibility

1. Making appropriate recommendations to the Governing Body in relation to:

- Whole school issues and developments
- Strategic planning to facilitate the achievement of the school's aims and objectives
- All Governing Body activities and responsibilities

- Ongoing review of policies and procedures in connection with human resource management including:- Equal Opportunities, Conditions of Service, Grievance Procedures, Human Rights, Health and Safety.

2. Contributing to plans and targets and monitoring progress in respect of: Technology College Development Plan:

- Achievement of the school's long term aims
- The School Development Plan
- The School's Ofsted Action Plan

3. Delegated Powers to:

- Deal with parental complaints after due consideration by the Headteacher
- Monitor and oversee the working of the other Committees of the Governing Body and review powers and responsibility from time to time.
- Set the "local" agenda for the full Governing Body Meetings
- Agree staff leave of absence beyond Headteacher's delegated power
- Appointments of Headteacher/Deputy Headteacher/Assistant Headteacher

Delegation to Headteacher:

Power to take operational management decisions in accordance with policies and procedures to facilitate the day to day running of the school

Power to act in matters of urgency in consultation with the Chair of Governors and report back to committee for information

Teaching staff appointments within budget provision and below Deputy Headteacher level

Non-teaching staff appointments within budget provision

Durham SCITT appointments within budget provision

Leave of absence of up to four weeks.

Delegation to SCITT Director:

Leave of absence up to four weeks.

To Act as First Committee for Staff Reductions.

Curriculum and Structure Committee

Terms of Reference/Areas of Responsibility

1. Making appropriate recommendations to the Governing Body in relation to:

- Ongoing review of the School's curriculum statement in the light of statutory obligations in respect of the national curriculum, and in conjunction with the LA curriculum statement and advice from the Senior Management Team
- Ongoing review of the staffing structure to facilitate delivery of the agreed curriculum
- Ongoing review of the policy and provision for sex education
- Ongoing review of the policy and provision for collective worship and Religious Education
- Review and development of school performance measures and monitoring arrangements.
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2. Contributing to plans and targets and monitoring progress in respect of:

- The School Development Plan
- The School's Ofsted Action Plan
- The School's Key Stage 3 and 4 targets

- Any other agreed school performance measures.

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3. Delegated power to:

- Provide information on behalf of the Governing Body and in conjunction with the Leadership Group about how the curriculum is taught and evaluated
- Agree reports to parents on school performance in the light of statutory requirements, guidance and advice from the LA and the Leadership Group
- Agree annual targets for Key Stages 3 and 4 in the light of statutory obligations, guidance and advice from the LA and the Senior Management Team.

Delegations to Headteacher:

- Power to take operational management decisions in accordance with policies and procedures to facilitate the day to day running of the school
- Power to act in matters of urgency in consultation with the Chair of Governors and report back to committee for information.

Appeals Committee / Pay Appeals Committee

To consist of all members of the Governing Body not involved or invited to the Committee making the initial decision on matters relating to pay, discipline and staff reduction (excluding members of staff employed at the school).

Pupil Discipline Committee

Terms of Reference/Areas of Responsibility

Pupil Exclusions

Appointments Committee

Terms of Reference/Areas of Responsibility

- Appointment of Staff
- **Headteacher/Deputy Headteacher** appointments will be subject to consideration by the full Governing Body and if the appointment is delegated to the Committee it will need to be endorsed by the full Governing Body.

Delegation to Headteacher

- Supply Cover
- Non teaching staff appointment
- Teaching staff appointment
- Durham SCITT appointment.

Dismissal

Up to oral warning.

VIREMENT and EXPENDITURE LIMITS

Virement Limits		Expenditure Limits	
Limit set for Headteacher without prior written approval of Chair or Governing Body	£ Up to 1,000 or 10%	Any items of expenditure up to	£ 10,000
Limit set for Headteacher with approval from Chair of Governors	Between 1,000 And 10,000	<ul style="list-style-type: none"> • Above this limit if item was previously notified to the Governing Body / Finance Committee. • Prior Governing Body / Finance Committee approval to be sought outside of this limit. 	
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DURHAM SCITT VIREMENT and EXPENDITURE LIMITS

Virement Limits		Expenditure Limits	
Limit set for SCITT Director without prior written approval of Chair or Governing Body	£ Up to 1,000 or 10%	Any items of expenditure up to	£ 10,000
Limit set for SCITT Director with approval from Chair of Governors	Between 1,000 And 10,000	<ul style="list-style-type: none"> • Above this limit if item was previously notified to the Governing Body / Finance Committee. • Prior Governing Body / Finance Committee approval to be sought outside of this limit. 	
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NB Any goods/services purchased and works to be carried out are subject to Durham County Council Contract Procedure Rules (January 2014) for quotations