

Business/ Employment expertise and interests	Parish Priest	Retired Head of HR and Finance for Tyne and Wear Fire and Rescue Service and Deputy Chief Fire Officer	General Practitioner (NHS)	Company Director Independent Financial Advisor	Teacher	Senior Physiotherapist	Retired Accountant
Relationship to other governors or members of staff, including spouses, partners and relatives	None	None	None	None	None	None	None
Other relevant information	RE, PHSCE (Special Interest) Governor	Safeguarding, Health and Safety, Pupil Premium (Special Interest) Governor	Parent of two pupils in school. Mathematics, Equality, Science, Children with Medical Needs (Special Interest) Governor	Parent of two pupils in school. Music (Special Interest) Governor	Parent of two pupils in school.	Parent of three children in school. English, Modern Foreign Languages, PE (Special Interest) Governor	Art (Special Interest) Governor
Attended at least two of the most recent three full governor meetings	Yes	Yes	Yes	Yes		Yes	Yes

Parent Governors

Governor Name	Ms Louise Steel	Mrs Sarah Prior
Appointed by	Elected by parents	Elected by parents
Dates of terms of office as a governor of OLQoP	April 2017-2021	September 2015-2019
Sub-Committee membership, including any position of responsibility, (eg Chair of subcommittee)	Personnel Appeals sub-committee Complaints (curriculum) sub-committee Challenge sub-committee	
Any other educational establishments you govern	None	None
Business/ Employment expertise and interests	Education	Civil Servant: Higher Executive Officer for Her Majesty's Revenue and Customs
Relationship to other governors or members of staff, including spouses, partners and relatives	None	None
Other relevant information	EYFS (Special Interest) Governor	IT, Art, DT, Pupil Voice, Healthy/Eco School (Special Interest) Governor Member of the School Council
Attended at least two of the most recent three full governor meetings	N/A	Yes

Staff and Local Authority Governors

Governor Name	Kelly Lamond	Mrs Barbara Reilly-O'Donnell	Councillor Anne Lawson
Appointed by	Elected by staff	(Head Teacher)	Sunderland City Council (LA)
Dates of terms of office as a governor of OLQoP	September 2015-2018	September 2013-	Governor since 2002 Current term: September 2014-2018
Sub-Committee membership, including any position of responsibility, (eg Chair of subcommittee)	Admissions	Staffing and Salaries Challenge Finance Admissions Complaints Pupil Discipline	Personnel appeals Pupil discipline Non-attendance
Any other educational establishments you govern	St Cuthbert's RC Primary, Seaham, County Durham	St Leonard's Catholic School, Durham City	None
Business/ Employment expertise and interests	Primary Teacher	Head Teacher	Housing Management-Social housing (Retired) Councillor on Sunderland City Council Board Member- Wearside YMCA Chair of Sunderland Care and Support Limited
Relationship to other governors or members of staff, including spouses, partners and relatives	None	None	None
Other relevant information			Children who are looked after, SEN, History, Geography (Special Interest) Governor
Attended at least two of the most recent three full governor meetings	Yes	Yes	Yes

Terms of Reference

The Whole Governing Body:

The full governing body will consider, and agree, a staffing structure (both teaching and non-teaching staff) put together by the Headteacher and management team.

The full governing body will take policy decisions relating to

- staffing complement and structure
- strategy to be followed in respect of a whole school pay policy
- the redundancy, grievance, disciplinary and capability procedures to be followed

The full Governing Body will determine the delegation of powers (where permissible) and the membership of the committees/selection panels with delegated powers.

The full Governing Body must accept the resignation of Headteacher and Deputy Headteacher and take the decision to proceed with such appointments. Ratification of the appointment of Headteacher and Deputy Headteacher is the responsibility of the full Governing Body.

The full Governing Body will perform duties as set out in Appendix.

The full Governing Body will consider the appointment of a Headteacher or Deputy Headteacher, shortlist and interview. The full Governing Body will consider advertisement, job description, person specification and timetable for such appointments.

The full Governing Body will approve the first formal budget plan of the financial year

The full Governing Body will decide priorities according to the agreed school plan

The full Governing Body will approve all purchases of goods or services above the value as set out in the Appendix

The full Governing Body will approve all virements above the value as set out in the Appendix

The full Governing Body will retain an oversight of the school's budget position by either receiving appropriate financial reports or by approving the minutes of finance committee meetings where such matters have been discussed.

The Headteacher:

The Headteacher has delegated responsibility to incur expenditure on goods or services as set out in the Appendix.

The Headteacher can vire monies between budget codes up the value as set out in the Appendix.

The Headteacher will regularly monitor the school's approved budget, taking action wherever necessary to ensure that the budget remains on course throughout the financial year. The Head Teacher shall report significant variances to the governing body.

The Headteacher shall report to members of the Governing Body's Finance Committee on a termly basis and to the Governing Body as required. Such reports shall include a statement of the school's current budget position, as set out by governors.

The Headteacher will prepare draft information on the initial school budget and annual budget plan for consideration by the Finance Committee and Governing Body.

The Headteacher shall perform duties as set out in the Appendix where delegated to do so by the full Governing Body.

The Headteacher shall have no involvement in consideration of his/her own salary or the appointment of his/her successor

Other than the Headteacher, governors who are employed at the school shall have no involvement in the consideration of any aspect of pay or appraisal of any school employee.

Subcommittee Information

Staffing and Salaries Committee (Quorum = 3)

The Staffing & Salaries committee shall be responsible for considering cases of staff discipline, dismissal, capability and grievance as set out in the Appendix.

The Staffing & Salaries Committee will consider salary issues (including re-grading) as set out in the Appendix.

Where determined by the full Governing Body the Staffing & Salaries Committee will be responsible for the appointment of staff (see Appendix)

Personnel Appeals Committee

Appeals against decisions of Staffing Committee to be heard by an equal number as the Staffing and Salaries Committee meeting where the matter was previously considered.

The appeals committee will consider appeals against the decision of the initial Staffing & Salaries committee as set out in the Appendix.

It is important to note that members of this committee will not have had any involvement in any matter connected to the original case e.g. at Staffing & Salaries committee level.

The Appeals Committee must consist of at least the same number of governors as the committee which originally considered the case.

Performance Management Committee

Responsible for the Annual Appraisal of Headteacher. These governors will then make a recommendation to the Staffing & Salaries Committee regarding the annual pay award. The Headteacher will be responsible for all other performance management reviews in the school and will make a recommendation to the Staffing & Salaries Committee regarding salary progression.

The Governing Body will also appoint a Review Officer responsible for hearing any complaints about the performance management process. This will be the Chair of Governors unless the Chair has been involved in the Headteacher's performance management review at an earlier stage. In these cases the Governing Body shall appoint one or more Review Officers.

Pupil Discipline/Non-Attendance Committee (Quorum = 3)

Responsible for making decisions regarding pupil behaviour and attendance

Complaints Committee (Quorum = 3)

The Complaints Committee consider concerns raised by parents and carers, in line with the Complaints Policy.

Admissions Committee (Quorum = 3)

The Admissions Committee consider all applications to the school with reference to the relevant Admissions Policy. All admissions are processed in consultation with the local authority.

Admission Appeal Panel

Governors agreed that a panel be established from the Diocesan list. All admission appeals are managed by the local authority.

Challenge Committee (Quorum = 3)

The Challenge Committee meet with the Headteacher to review policies (other than those relating to staffing and finance) and to oversee the attainment and progress of pupils. They review the self-evaluation procedures and development plans.

Finance Committee (Quorum = 3)

The Finance Committee will regularly monitor the progress of the budget using financial information supplied by the Head Teacher, supplemented by Authority financial reports.

The Finance Committee will agree with the Headteacher, the type and depth of information to be provided to allow adequate budget monitoring.

The Finance Committee will approve all purchases of goods or services above the value as set out in the Appendix.

The Finance Committee will approve all virements above the value as set out in the Appendix.

NOTE – As this is a committee with delegated powers, a Clerk to the Committee should be appointed and minutes must be considered by the full governing body at a subsequent meeting.

Appendix

(Shaded areas mean that it would not normally be considered appropriate for the task to be the responsibility of the person concerned.)

Financial Responsibilities chart

Task	Responsibility of			
	Full Governing Body	Finance Committee	Head teacher	Admin. staff
Budget management				
Draft initial school budget and standards fund		✓		
Approve first budget plan		✓		
Monitor staffing budget		✓		
Monitor other budgets		✓		
Report on deficit balances to LA via licensed deficit application			✓	
Report on surplus balances to the LA above the threshold, via a licensed surplus application			✓	
Authorise virements up to a limit of £5,000			✓	
Authorise virements between £5,001 and £15,000		✓		
Authorise virements in excess of £15,000	✓			

Review financial management arrangements and delegation of powers at least annually	✓			
Exercise powers of the Headteacher where the Headteacher is absent			Deputy	
Provide update to Finance Committee on income from external funding streams			✓	
Responsibility for the Financial Management Standards		✓		
Risk Management				
Formally review risks on a regular basis		✓		
Prepare risk management action plan			✓	
Consider risk management plans from time to time		✓		
Provide update to governors on progress of risk management action plan			✓	
Monitor progress of actions in risk management action plan		✓		
Purchasing goods or services				
Determine the internal distribution of capitation between departments within school			✓	
Generate orders				✓
Authorise orders up to a limit of £5,000			✓	
Authorise orders between £5,001 and £15,000		✓		
Authorise orders in excess of £15,000	✓			
Obtain quotations for expenditure			✓	✓

Arrange Tenders			✓	
Open Tenders		✓		
Take initial delivery of goods				✓
Check goods against orders				✓
Process invoices for payment				✓
Income				
Collection of income				✓
Banking of income				✓
Verification of bankings			✓	✓
Payroll & Personnel				
Approve appointments (in writing) using appropriate documentation			✓	
Verification of availability of finance for supply cover			✓	
Approve supply cover (in writing)			✓	
Notify Education Personnel of starters, leavers, changes			✓	
Bank Account				
Sign cheques			✓	✓
Retain cheque book safely				✓
Reconcile funds and submit regular reimbursement claims				✓
School Fund				

Appoint Treasurer	✓			
Arrange annual audit			✓	
Report audit findings to governors			✓	
Sign cheques			✓	✓
Security of Assets				
Maintain inventory			✓	
Carry out checks against inventory at least annually			✓	
Miscellaneous				
Maintain up to date data protection notification			✓	
Maintain software inventory showing licence details			✓	
Ensure that all governors complete Pecuniary Interests forms on an annual basis	✓			

Personnel Responsibilities chart

Task	Responsibility of			
	Full Governing Body	Staffing & Salaries Committee	Appeals Committee	Head teacher
Appointment of Headteacher and Deputy Headteacher				
Accept the resignation of Headteacher/Deputy Headteacher	✓			
Set Headteacher/Deputy Headteacher salary	✓			
Determine advertisement/job spec./person spec./timetable for interview	✓			
Select governors to serve on appointments panel	✓			
Shortlist and interview for Headteacher and Deputy Headteacher	✓			
Ratify Appointments of Headteacher and Deputy Headteacher	✓			
Appointment of Teaching and Non-Teaching Staff				
Accept resignations of teaching and non-teaching staff (other than Headteacher or Deputy Headteacher)				✓
Determine all matters relating to the appointment of Assistant Headteachers	✓			
Determine all matters relating to the appointment of teaching staff		✓		
Determine all matters relating to the appointment of non-teaching staff				✓
Staff Disciplinary/Dismissal/Grievance/Capability				
Adopt discipline, Grievance and Capability procedures	✓			

Issue verbal warnings to staff				✓
Issue first written warnings to staff				✓
Issue final written warnings to staff				✓
Suspend teaching and non-teaching staff				✓with Chair
Suspend the Headteacher	Chair			
Consider cases of staff discipline/capability referred by the Headteacher		✓		
Consider cases of discipline or capability against the Headteacher		✓		
Consider grievances against staff initially investigated by the Headteacher		✓		
Consider appeals against the initial committee's decision			✓	
Consider termination of contract on grounds of medical capability		✓		
Salary issues				
Adopt pay policy	✓			
Hear recommendation from performance management governors re. salary of Headteacher		✓		
Make recommendations to the Initial committee re. Deputy Headteacher and other teaching staff				✓
Take decisions on teaching staff salaries each autumn term		✓		
Consider applications for non-teaching staff regarding		✓		
Consideration of honoraria payments		✓		

Consider appeals against the initial committee's decision			✓	
Redundancy issues				
Adopt redundancy policy/procedure	✓			
Determine the number and category of staff to be reduced	✓			
Determine the criteria to be used in making a selection	✓			
Initial consultation with trade unions				✓
Consider applications for voluntary redundancy		✓		
Select staff for redundancy according to agreed criteria		✓		
Consider representations from staff selected for redundancy		✓		
Hear appeals from staff affected by decision to reduce staff			✓	
General				
Consider requests for flexible working		✓		
Consider staffing structure	✓			
Consider requests for career break		✓		
Determine membership of Initial and Appeals Committees		✓		
Review delegation of powers at least annually		✓		
Code of Conduct declarations/disclosures				✓
Approval and monitoring of External (Educational Visits)				✓

The Governor Support Team act as Clerk to the Governing Body

Members of the Governing Body are not eligible to claim travel or subsistence allowances under any circumstances.