

Ysgol Bryn Gwalia



Framework of Responsibility

Last Review Date	July 2022
Date to be reviewed by Senior Management Team	July 2024
Date Adopted by Governing Body	July 2023
Head Teacher – Mrs Lorraine Dalton	<i>L Dalton</i>
Chair of Governors – Mrs Janiene Davies	<i>J E Davies</i>



Framework of Responsibility Guidance

It is for each Governing Body to decide how it will conduct its business and what structure best serves its purpose. In doing so, it must act in accordance with regulations and remember that it has a strategic responsibility for the school, setting the framework and policy. It is the Headteacher who has overall responsibility for the day to day control of the school within this agreed framework and policy.

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

The respective roles of the Governing Body and the Headteacher

The distinction between governance and management needs to be clearly understood by all those involved, so that governors are not asked to, and do not try to, involve themselves in day to day management.

The Governing Body

The Governing Body carries out its functions with the aim of taking a strategic role in the running of the school. This means that governors decide what they want the school to achieve via setting the strategic framework.

This includes:

- setting aims and objectives;
- setting policies, targets, priorities and a legal budget for achieving the objectives;
- monitoring and reviewing progress; and
- reviewing the strategic framework in the light of progress.

The Governing Body is reliant on the school to provide it with the necessary information in order to undertake this role effectively and should take advice from the Headteacher before making a collective decision. The School Development Plan and Post Inspection Action Plan, along with agreed policies, will generally provide the strategic framework.

Working strategically, governors should use any monitoring evidence to review and evaluate progress against any targets set, to see whether a policy is working or needs changing.

The Governing Body must also act as a “critical friend”. A critical friend offers support, constructive advice, and acts as a sounding board for ideas, a second opinion on proposals and help where needed. But a critical friend may also challenge, ask questions, seek further information, and improve proposals in order to arrive at the best solution.

The Headteacher

The Headteacher is responsible for the:

- internal organisation;



- management and control of the school;
- advising on and implementing the Governing Body's strategic framework;
- 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.

In particular, Headteachers need:

- to formulate aims and objectives, policies and targets for the Governing Body to consider adopting; and
- to report to the Governing Body on progress regularly.

As 'lead professional', the Headteacher is responsible for formulating and implementing the policies. Leading the school towards the set targets and for discharging many responsibilities on the Governing Body's behalf, as well as any responsibilities that have been delegated by the Governing Body.

Headteachers should give the Governing Body enough information for them to feel confident that delegated responsibilities – and the Head's own responsibilities – have been met.

Governing Bodies should make sure they get enough information to allow them to check on their school's achievements and progress, over time and in comparison with similar schools.

Committee Structure

The Governing Body meetings are not the appropriate place to make some decisions, due to the time involved and legislation (especially where the Governing Body is the decision making body and must allow an avenue for appeal i.e. HR matters). A good committee structure will help to monitor, evaluate and deliver the strategic aims and objectives outlined in the School Development Plan.

Committees:

- allow full Governing Body meetings to concentrate on the strategic role
- allow time for in-depth discussion
- encourage participation and sharing of workload
- enable all individual governors' skills to be used and additional expertise to be brought in as required for specific matters.

Annually the Governing Body will:

- decide which functions to delegate* to a committee or working group and establish a committee structure in line with its priorities (*subject to restrictions).
- agree the constitution, membership, terms of reference and delegated powers

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.

Delegation of Functions:

The following must be delegated to a committee or panel:

- Staff Disciplinary and Dismissal;
- Staff Disciplinary and Dismissal Appeal (including determination of redundancy);
- Staff Grievance and Staff Grievance Appeals;
- Pupil Discipline and Exclusion representations;
- Headteacher and Deputy Headteacher selection process;
- Headteacher Capability and Headteacher Capability Appeals;
- Headteacher Performance Management Review;
- Headteacher and Teacher Performance Management Appeals;
- Individual Pay Review and Pay Review Appeals;
- Complaints;
- School Admissions ;
- Any other decision against which a person should have a right of appeal.

No committee or individual governor has any power to act on behalf of the Governing Body unless the full Governing Body has taken a recorded decision to ask that committee or individual to do so (subject to emergency powers for the Chairperson).

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

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.

The Government of Maintained Schools (Wales) Regulations 2005 state that the governing body **cannot delegate** its functions in relation to the following:

- deciding the categories of governors;
- decisions on the constitution of the governing body;
- the drawing up of instruments of government, and any amendments thereafter;
- the election and removal of the Chair and Vice-Chair;
- the removal or suspension of governors;
- the appointment and removal of the clerk to the governing body;
- the delegation of functions;
- the establishment of committees;
- appointment of headteacher and deputy headteacher;
- approving the first budget plan in any financial year (as specified in WCBC Financial Scheme);

The full governing body **must** consider (i.e. ratify) the following functions if delegated:

- approving the sex education policy
- prohibiting political indoctrination and securing balanced treatment of political issues;
- determining and reviewing policies on charges and remissions
- determining arrangements for collective worship;
- setting school session times
- approving the school prospectus

The following **cannot be delegated to an individual**, but can be delegated to a committee (items marked * must be ratified by the full governing body):

- *publishing proposals change of category of a maintained school
- *publishing proposals for alteration or discontinuance of a maintained school
- *deciding the school discipline policies
- *determining admission and admission appeal arrangements;
- *objecting to admission arrangements of another admission authority;
- *fixing admission numbers and seeking variation of standard numbers;
- *setting and publishing school annual attendance targets and targets for pupil achievement

The governing body has corporate responsibility for the following functions therefore, unless otherwise stated, approval of the final document will be by the full governing body:

- the annual report to parents
- the school development plan

Delegation to suspend a member of staff:

- Only the Headteacher or the Chair of Governors can suspend a member of staff.
- If the Headteacher is the subject of an allegation, the Governing Body agrees to delegate the authority to suspend on its behalf to the Chair of Governors.
- The Governor Body has agreed that in the absence of the Chair or if there is a conflict of interest between the Chair and the Headteacher then the Vice Chair may take over this responsibility.
- The Governing Body has agreed that the Chair of Governors can end suspension.

Committee Procedure

Committees are required to follow the same procedures as the full Governing Body meetings, all meetings should have the following:-

- an agenda, clearly indicating the matters to be discussed;
- five days' notice of meeting, together with any papers to be considered at the meeting;

- a record of those persons present
- a written record of proceedings** - written minutes should be produced and presented at the next meeting of the Governing Body.

** If a written record is not kept and the action and/or decision is not a matter of record; then the action/decision does not exist in law.

Terms of Reference

Each committee **must** have its own terms of reference, agreed by the Governing Body; these should include the following details:

Title/Name	How is the committee to be known?
Responsibility	What is the Governing Body expecting the committee to do? i.e. what is its role?
Delegated Powers	What power does it have? Does it consider matters and make recommendations back to the full Governing Body, or does it have full delegated powers to make decisions?
Membership	Number of governors? Who will make up the panel? Will non-governor members be invited onto the committee, and can they vote? Do we need named reserve members (to be called if needed)? Restrictions on persons taking part in proceedings?
Chairperson	Who appoints the Chair; the Governing Body or the committee? (members of staff cannot Chair committees)
Clerk	Who is to provide clerking support to the committee? (all statutory committees must be clerked)
Meetings	How often will the committee be required to meet? Will there be a sequence to tie in with full Governing Body meetings? What is the number of persons required to be present to conduct business and for a valid decision to be taken?
Voting	How will decisions be made? Can non-governors vote?
Minutes	Who will they be sent to and when?

Title/Name	Staff Disciplinary and Dismissal Committee including Grievance, Capability and Redundancy Statutory Committee
Responsibility	<ul style="list-style-type: none"> To review the staff disciplinary and dismissal policy, grievance/ capability policy and redundancy procedures to ensure it complies with statutory requirements and latest Welsh Government/Local Authority guidance. To consider and to make any decisions about staff disciplinary and dismissal matters in accordance with the schools adopted procedure. To consider and make decisions about matters relating to the schools redundancy procedure. To consider and determine any staff grievance issues in line with school procedure. To liaise and seek advice with the Local Authority in all matters relating to disciplinary and dismissal procedures. To consider any issues of Headteacher capability in accordance with the school's procedure. To ensure the membership is properly constituted and impartial. To consider all evidence presented and reach a balanced decision based on this evidence.
Delegated Powers	Statutory. Delegated to make decisions.
Membership	Three Governors (minimum three) Where there are allegations of child protection, a neutral non-governor must be included in the membership.
Disqualification to membership	Headteacher Governor. Associate Pupil Governors. Teacher or staff governors. Any member of the committee who may be tainted or has direct interest or involvement. It is recommended that the Chair of the Governing Body is not a member of this committee due to the likelihood of prior knowledge.
Quorum	Three governors
Voting	Majority
Chairperson	To be elected annually by the committee
Clerk	This committee is required by law to have a Clerk (It is preferable that the Clerk is not a member of the school staff)
Meetings	The committee shall meet as and when required
Minutes	Confidential
Guidance:	

Title/Name	Staff Disciplinary & Dismissal Appeals Committee Statutory Committee
Responsibility	<ul style="list-style-type: none"> • To consider any appeals against decisions made by the Staff Disciplinary and Dismissal committee. • To consider any appeals against any sanctions/decisions made during the capability procedure. • To consider any appeals against selection for redundancy. • To liaise and seek advice from the Local Authority in all matters relating to appeals procedures. • To ensure the membership is properly constituted and impartial. • The decision of the Appeals Committee will be final.
Delegated Powers	Statutory. Delegated to make decision.
Membership	Three Governors (at least the same number as the first committee) Where there are allegations of child protection, a different neutral non- governor must be included in the membership.
Disqualification to membership	Headteacher Governor. Associate Pupil Governors. Teacher / Staff Governors. Any governors involved in the first committee. It is recommended that the Chair of the Governing Body is not a member if this committee due to the likelihood of prior knowledge.
Quorum	Three governors
Voting	Majority
Chairperson	To be elected annually by the committee
Clerk	This committee is required by law to have a Clerk (It is preferable that the Clerk is not a member of the school staff)
Meetings	The committee shall meet as and when required
Minutes	Confidential

Title/Name	Pupil Discipline and Exclusions Committee Statutory Committee
Responsibility	<ul style="list-style-type: none"> • To review the use of exclusion within the school • To consider representations from parents or pupils, in case of exclusions of five school days or less and record their considerations on the pupil's record. The committee cannot direct reinstatement. • To consider representations from parents in case of exclusions totalling more than five but not more than 15 school days in one term. The meeting may uphold an exclusion or direct reinstatement. • To consider cases of exclusions totalling more than 15 school days in one term or permanent exclusions. The meeting may uphold an exclusion or direct reinstatement. • To consider cases of exclusions where a pupil is to miss a public examination through exclusion. If the committee are unable to meet before the date of the exam, the Chair of the committee alone may consider the exclusion and decide whether or not to reinstate the pupil. • To seek professional advice from the Local Authority as necessary.
Delegated Powers	Statutory. Delegated to make decision.
Membership	Three or Five Governors (minimum three)
Disqualification to membership	Headteacher Governor. Associate Pupil Governors. Any governor where there may be a conflict of interest.
Quorum	Three governors
Voting	Majority
Chairperson	To be elected annually by the committee
Clerk	This committee is required by law to have a Clerk (It is preferable that the Clerk is not a member of the school staff)
Meetings	The committee shall meet as and when required
Minutes	Confidential
Guidance	

Title/Name	Complaints Committee Required by Complaints Policy
Responsibility	<ul style="list-style-type: none"> ▪ 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.
Delegated Powers	Delegated to make decisions. The policy requires a committee.
Membership	Three 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.).
Disqualification to membership	<p>Headteacher Governor.</p> <p>Teacher / Staff governors.</p> <p>It is recommended that the Chair of the Governing Body is not a member of this committee due to the likelihood of prior knowledge.</p> <p>Any member of the committee who may be tainted or has direct interest or involvement.</p>
Quorum	Three governors
Voting	Majority
Chairperson	To be elected annually by the committee
Clerk	To be appointed annually by the committee
Meetings	The committee shall meet as and when required
Minutes	Confidential
Guidance	 <p>Complaints procedures WG Oct 2</p>

Title/Name	Performance Management Committee <i>Required by Performance Management Policy</i>
Responsibility	<ul style="list-style-type: none"> ▪ To agree performance targets with the Headteacher. ▪ To meet to review and assess the performance of the Headteacher against the targets set, as part of the performance management cycle. ▪ To make recommendations in respect of the Headteacher's pay awards for successfully meeting the targets. ▪ To complete all relevant paperwork for Headteacher, Chair of Governors and Local Authority.
Delegated Powers	Delegated to make decision. related to the headteacher performance management process. The policy requires a committee.
Membership	At least two governors. Up to two Local Authority advisers/GwE
Disqualification to membership	Members of staff. Any governor where there may be a conflict of interest.
Quorum	At least three (majority being governors)
Voting	Majority
Chairperson	To be elected annually by the committee
Clerk	To be appointed annually by the committee
Meetings	The committee shall meet as and when required
Minutes	Confidential
Guidance	 Performance management teacher

Title/Name	Performance Management Appeal and Pay Review Appeal Committee (Headteacher and Teachers) Required by Performance Management Policy Required by Teachers Pay Terms and Conditions Document
Responsibility	<ul style="list-style-type: none"> ▪ To carry out any appeal in accordance with the school's performance management policy. ▪ To carry out any appeal review in accordance with the school's pay policy.
Delegated Powers	Delegated to make decision. The policy requires a committee.
Membership	At least two governors plus two Local Authority Advisers.
Disqualification to membership	Members of staff. Associate Pupil Governors. Any governor where there may be a conflict of interest.
Quorum	3 governors
Voting	Majority
Chairperson	To be elected annually by the committee
Clerk	To be appointed annually by the committee
Meetings	The committee shall meet as and when required
Minutes	Confidential
Guidance	 Performance management teacher

Title/Name	Staff Pay Review Committee Required by School Teachers' Pay and Conditions Document
Responsibility	<ul style="list-style-type: none"> ▪ In accordance with School Teachers' Pay and Conditions Document, the School Pay Policy and Staff Structure to: ▪ Review, on an annual basis, the pay of each member of staff including any increments and discretionary pay points as recommended by the Headteacher and ensure the staff are advised of the outcome. ▪ Undertake the annual review of the Headteacher and Deputy Headteacher salaries. ▪ Ensure the reason for all decisions are recorded. ▪ To seek advice from the Local Authority as necessary.
Delegated Powers	Delegated to make decision. The policy requires a committee.
Membership	At least three governors plus the Headteacher in an advisory capacity. * The Headteacher must not be present when the subject of consideration is his or her own performance appraisal/pay.
Disqualification to membership	Members of staff. Associate Pupil Governor. Any governor where there may be a conflict of interest.
Quorum	Three governors
Voting	Majority
Chairperson	To be elected annually by the committee
Clerk	To be appointed annually by the committee
Meetings	The committee shall meet as and when required
Minutes	Confidential
Guidance	Annual guidance issued on website: https://gov.wales/teaching-and-leadership

******* Headteacher and Deputy Headteacher Selection Panel is a statutory committee; the Local Authority will work with the Governing Body on this procedure if the situation arises *******

Non Statutory Committees

Title/Name	Finance Committee
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Responsibility	<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 monitor staffing levels in line with budgets. • To receive and determine approval for all requests from the Staffing Committee regarding pay and consider any issues referred by any other committee. • To review the schools financial policies including the charging & remissions policy. • To ensure the school complies with the Financial Regulations of the Local Authority. • To ensure that the school appoints an auditor and receives 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 or Diocesan as necessary. • To attend relevant training as appropriate.
Delegated Powers	<p>Delegated to make financial decisions up to the approved authorisation limit.</p> <p>Approval of School Budget formula to be agreed by the Governing Body with the Finance Committee's recommendation.</p>
Membership	<p>5 Members of the Governing Body</p> <p>Headteacher</p>
Disqualification to membership	Any governor where there may be a conflict of interest.
Quorum	3 (Including the Headteacher)
Voting	Majority
Chairperson	To be elected annually by the committee
Clerk	To be appointed annually by the committee
Meetings	The committee will meet once per term
Minutes	To be sent to the Clerk to Governors a minimum of 5 working days before the next full Governing Body meeting.

Title/Name	Learning, Inclusion & Ethos Committee
Responsibility	<ul style="list-style-type: none"> • To review and monitor the Curriculum and pastoral policies (e.g. assessment, sex education, collective worship, religious education, special education needs/additional learning needs, child protection, etc). • To ensure the pupils at the school have access to a broad and balanced curriculum and the statutory obligations regarding the National Curriculum are met. • To monitor and evaluate the quality of the curriculum in securing high standards of achievement. • To assist the headteacher in determining after school activities. • To oversee the arrangements for education visits. • 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 contribute and make recommendations on the School Development Plan and review progress on the priorities. • 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 schools prospectus. • To seek advice from the Local Authority or Diocesan as necessary. • To attend relevant training as appropriate.
Delegated Powers	Delegated to make decisions
Membership	4 Members of the Governing Body and the Headteacher
Disqualification to membership	Any governor where there may be a conflict of interest.
Quorum	3 (including the Headteacher)
Voting	Majority
Chairperson	To be elected annually by the committee
Clerk	To be appointed annually by the committee
Meetings	The committee shall meet once per term
Minutes	To be sent to the Clerk to Governors a minimum of 5 working days before the next full Governing Body meeting.

Title/Name	Equality Impact Assessment Committee
Responsibility	<ul style="list-style-type: none"> • To complete the Wrexham County Borough Council Governance Assurance Matrix. • To propose an annual timescale for review of policies. • To complete Equality Impact Assessments.
Delegated Powers	Approval of Governors Assurance Statement is to be agreed by the Governing Body and signed by the Chair of Governors with the Governance Assurance Matrix Committee Committee's recommendation.
Membership	5 Governors Headteacher
Disqualification to membership	Any governor where there may be a conflict of interest.
Quorum	3 governors Headteacher
Voting	Majority
Chairperson	To be elected annually by the committee
Clerk	To be appointed annually by the committee
Meetings	This committee shall meet annually
Minutes	To be sent to the Clerk to Governors a minimum of 5 working days before the next full Governing Body meeting.

Title/Name	Premises, Environment, Health and Safety Committee
Responsibility	<ul style="list-style-type: none"> • To ensure compliance with the health and safety legislation including the monitoring and review of the policy and procedures. • Undertake health & safety building inspections and fire checks, undertake risk assessment and report findings. • To monitor the state of buildings and grounds. Report and make recommendations for a programme of maintenance and improvements. • To monitor the effectiveness of arrangements of Service Level Agreement contracts for cleaning, caretaking, grounds maintenance and security. • To monitor efficient use of utilities (water, electric, gas). • To receive reports from the Headteacher on fire evacuation procedures. • To regularly review the Accessibility Plan.
Delegated Powers	Delegated to make decisions.
Membership	3 Governors including the Headteacher, plus the school caretaker.
Disqualification to membership	Any governor where there may be a conflict of interest.
Quorum	3 Governors
Voting	Majority. The school caretaker is also allowed to vote.
Chairperson	To be elected annually by the committee
Clerk	To be appointed annually by the committee
Meetings	The committee will meet twice per annum
Minutes	To be sent to the Clerk to Governors a minimum of 5 working days before the next full Governing Body meeting.

Recommended Non Statutory Committees

The Governing Body may wish to establish any other committee appropriate to its needs, so that it may operate effectively and efficiently.

The following terms of reference are suggested responsibilities, split down into to topic area. The title of the committee may vary and some areas maybe combined; it is for the Governing Body to agree which tasks, if any, will be dealt with by a committee, ensuring responsibility, status, membership etc. are clearly set out. A blank template is provided for Governing Bodies to populate for its own use.

Staffing/Personnel

To monitor the programme of staff development and training and ensure that it is meeting the priorities of the School Development Plan.

To review the schools staffing structure in consultation with the Headteacher and other committees.

To consider requests from individual members of staff where appropriate.

To oversee the appointment procedure for all staff

Regularly monitor all pre-employment checks are undertaken prior to new staff starting in line with the Safe Recruitment Policy.

To monitor staff absences.

Staff Recruitment/Appointments

To shortlist, and interview candidates for vacant posts other than the Headteacher and Deputy Headteacher (***appointment of Headteacher and Deputy Headteacher are governed by a separate set of regulations. A selection panel will be set up as and when required for these posts).***

Finance

To consider each year's annual development plan, identify the priorities, draft and present an annual budget plan 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 monitor staffing levels in line with budgets.

To consider any issues referred by any other committee.

To provide guidance and assistance to the Headteacher and the Governing Body in all matters relating to budgeting and finance.

To ensure the school operates and complies with the Financial Regulations of the Local Authority.

To ensure that the school appoints an auditor and receives 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.

Curriculum

To review and monitor the curriculum and pastoral polices (e.g. assessment, sex education, collective worship, religious education, special education needs/additional learning needs, child protection, etc).

To ensure the pupils at the school have access to a broad and balanced curriculum and the statutory obligations regarding the National Curriculum are met.

In collaboration with the members of staff, to provide information about how the curriculum is taught, evaluated and resourced (including staffing).

To monitor and evaluate the quality of the curriculum in securing high standards of achievement.

To assist the Headtacher in determining after school activities.

To oversee the arrangements for education visits.

To prepare the schools prospectus for approval.

Standards and Performance

To recommend the annual targets for future performance to the Governing Body, ensuring the targets are challenging and in line with National and Local indicators.

To monitor, review and evaluate:

- pupil progress and standards of achievement.

- pupil achievement against set target.

- the effectiveness of provision for children with additional learning needs.

- the effectiveness of provision for groups of children (e.g. FSM/ gender /ethnicity etc).

- the impact of any actions or interventions taken to address differential standards of achievement or rates of progress within groups (e.g. FSM /gender/SEN/MAT/ethnicity).

To identify and celebrate pupil achievements.

To contribute and make recommendations on the School Development Plan and review progress on the priorities.

To contribute and review the school self-evaluation report.

To assist the school in preparing for an Estyn Inspection and ensure that a Post Inspection Action Plan is drawn up and monitored.

Premises, Environment, Health and Safety Committee

To ensure compliance with the health and safety legislation including the monitoring and review of the policy and procedures.

Undertake health & safety building inspections and fire checks, undertake risk assessment and report findings.

To monitor the state of buildings and grounds. Report and make recommendations for a programme of maintenance and improvements.

To monitor the effectiveness of arrangements of Service Level Agreement contracts for cleaning, caretaking, grounds maintenance and security.

To monitor efficient use of utilities (water, electric, gas).

To receive reports from the headteacher on fire evacuation procedures.

To regularly review the Accessibility Plan.

Wellbeing

To assess the wellbeing and welfare of all staff and pupils.

To ensure that the requirements of children with additional learning needs are met.

To agree the annual attendance target and monitor progress towards achieving this.

To monitor and evaluate the effectiveness of safeguarding policies and procedures.

To review and monitor attendance, behaviour, equality, healthy eating, homework and safeguarding.

Community Committee

To determine the use of school premises in relation to community use/education.

To encourage community use of the school.

To liaise with College/High Schools on matters in relation to Community Education.

To draft the annual report to parents

To assist in the preparation of the school prospectus and overall publicity and marketing of the school.

To liaise with the school's PTA/Friends Body, and assist with raising funds for community based projects.

To monitor and evaluate the extent to which pupils contribute to the school and wider community.

To gather views from stakeholders (parental and community) and report on these, in order that outcomes are affectively used to inform planning.

Ysgol Bryn Gwalia, Wrexham

Financial Authorisation Limits

	Commitment To Purchase	Certification of Invoices	Approval of Virement
Governing Body	No limit	No Authority	No limit
Finance Committee	£10,000	No Authority	£5,000
Head teacher	£50,000	£50,000	£5,000
Deputy Head teacher	£5,000	£5,000	No Authority
Admin Officer	£500	£500	No Authority
Head of Department	No Authority	No Authority	No Authority
Caretaker	No Authority	No Authority	No Authority

Signatories on School Fund Account

The school operates one bank account/s with Nat West where cheques are signed as follows: 2 from the 3 to sign. Signatories to be:

Lorraine Dalton (Headteacher)

Liz Croft (Deputy Headteacher)

Maria Kennedy (School Business Manager)

The headteacher is responsible for the day-to-day administration of these accounts and can authorise expenditure as per above table. Any invoice over this amount is to be countersigned by the Chair of Governors.

All cancelled cheques should be marked as CANCELLED and retained for audit purposes.

The school fund accounts must be independently audited annually by a person who has no responsibility for deciding how the funds are spent or for the financial administration of the school.

An Audit Certificate signed by the auditor and the headteacher must be forwarded to the council's Internal Audit Section by the 31 October following the end of the previous financial year accompanied by a summary of the Accounts, which should also be circulated to the governing body and staff and made available to parents.

Bank Reconciliation of School Fund Account

Regular bank reconciliation is to be carried out by the School Administration Officer and termly reports to be distributed at the governors finance meetings.

Appendix 1

Blank Committee Template

Title/Name	

Responsibility	
Delegated Powers	
Membership	
Disqualification to membership	
Quorum	
Voting	
Chairperson	
Clerk	
Meetings	
Minutes	