

Governing Body and Committee Terms of Reference

The Governing Body needs to take a strategic role, act as a critical friend to the school and be accountable for its decisions. It should set aims and objectives and review, agree and monitor policies, targets and priorities. Minutes are publically available except for Part II business. In the event of a tied vote the Chair or Acting Chair/Vice Chair will have a second or casting vote. The Governing Body will -

- o Hold at least 3 meetings per year
- o Appoint or remove the clerk
- o Elect a Chair and Vice Chair
- o Appoint new governors as appropriate
- o Set dates of meetings for the year ahead
- o If required, consider the suspension of a governor
- o Provide induction for new governors
- o Review annually the delegation of functions and committee structure
- o Organise support and training for governors
- o Maintain and update annually a file of pecuniary interest declarations
- o Ensure there is an appropriate governor link for the following responsibilities:-
Literacy, Numeracy, SEN, Child Protection and Health and Safety
- o Ensure at least 3 governors are appointed and supported to complete the Headteacher's Performance Management

Receive Head teacher reports and through these -

- o Review and monitor examination/national test results and consider performance targets
- o Review the level of exclusions
- o Monitor attendance of pupils/staff/governors
- o Agree Curriculum plans
- o Review school polices, including the complaints procedure
- o Review, approve and monitor the School Improvement Plan and self evaluation
- o Note term dates for the academic year and agree the occasional days

Committee Terms of Reference

Membership

- Not less than four governors appointed by the Governing Body
- The committee may make recommendations to the Governing Body for co-option of non-governor members.
- The Committee Chair should be appointed at the beginning of each school year by the governing body or by the committee and shall not be a member of staff at the school or an Associate member or a non-governor member.
- The Chair of Governors can be an ex-officio member of each committee and can attend each committee meeting and can vote because s/he has chosen to be a governor.
- The Headteacher can attend meetings and vote

Disqualification

Any member of staff other than the Headteacher, when the subject for consideration is the pay, performance or discipline of any other member of staff. The Headteacher or any governor may not attend when he/she is the subject under discussion or there is a perceived conflict of interest.

Quorum

Three governors who are appointed members of the committee.

Meetings

- Scheduled 2 or 3 times in each school year depending on the committee
- Committee meetings will not be open to the public but minutes are available except for Part II Minutes.
- In the absence of the Chair, the committee shall choose an acting Chair for that meeting from among their number.
- In the event of a tied vote the Chair or acting Chair shall have a second or casting vote.
- It is advisable that each committee shall be clerked by the Clerk to Governors. In the absence of the Clerk the committee shall choose a Clerk for that meeting from among their number (someone who is not a member of staff at the school).

General Terms

- To act on matters delegated by the full Governing Body.
- To liaise and consult with other committees where necessary.
- To contribute to the School Improvement Plan.
- Although primary responsibilities for policies concerning Health and Safety, Inclusion, and Child Protection, are delegated to specific committees, all committees should consider relevant aspects of these.

Specific Terms of Reference

STRATEGIC, STANDARDS, CURRICULUM AND STUDENT MATTERS COMMITTEE

- To review, adopt and monitor an overall curriculum policy.
- To be briefed by the Headteacher on how the curriculum is taught, evaluated and resourced.
- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice.
- To monitor and review the information about school performance and report according to statutory requirements.
- To review, adopt and monitor appropriate policies.
- To advise the Finance and Personnel committee on the relative funding priorities necessary to deliver the curriculum.
- To oversee the arrangements for educational visits including the appointment of a named Co-ordinator.

PERSONNEL COMMITTEE

- In consultation with the Headteacher, to determine the staffing structure of the school.
- To oversee the appointment procedure for all staff.
- To consider recommendations on staff salaries made by the Headteacher or the Headteacher Performance Management Group and to make appropriate recommendations to the Finance committee
- To take a role in any formal consultations.
- In consultation with staff, to oversee any process leading to staff reductions.
- To annually review, adopt and monitor the procedures for dealing with staff discipline and grievances and ensure that staff are informed of these.
- To review, adopt and monitor a Performance Management policy, and to determine the membership of the Headteacher Performance Management Group. Membership of the HTPM group need not be drawn from this committee, but the committee should seek to ensure that HTPM group members have received appropriate training.
- To review, adopt and monitor the Equal Opportunities policy

FINANCE, PREMISES AND GENERAL PURPOSES COMMITTEE

Finance Policy and Local Scheme of Delegation

- To review, adopt and monitor a Finance Policy
- To review, adopt and monitor a Charging and Remissions policy
- To review, adopt and monitor a Best Value Statement.

Financial Planning

- To aim to have a three year budget plan helping to meet the agreed priorities of the School Development / Improvement Plan
- To adopt an annual budget plan (revenue and capital expenditure) taking into account the agreed priorities of the School Development / Improvement Plan.
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher or Performance Management Group.
- To consider and approve recommendations made by the Premises Committee on all aspects relating to the school premises

Financial Monitoring

- To monitor the income and expenditure throughout the year
- To report to the Governing Body any significant anomalies in the performance of the school against the annual budget plan.
- To receive, and where appropriate, respond to all audit reports on the delegated and devolved funds.
- To carry out Best Value Reviews in accordance with the Best Value Statement.
- To review comparative financial statistics where appropriate.

Premises

- To provide support and guidance for the Governing Body and the Headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To advise the Finance committee on the relative funding priorities necessary for security, maintenance, repairs and redecoration, and to approve the costs and arrangements within the budget allocation.

The Headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage, or present a risk to the health and safety of pupils or staff. In this event the Headteacher would normally be expected to consult the committee Chair at the earliest opportunity.

- To prepare and agree a lettings and charges policy and to monitor its implementation.
- To establish and keep under review an Accessibility Plan.
- To ensure any necessary liaison with the LA regarding premises issues.
- To review, adopt and monitor a Health and Safety policy.
- In consultation with the Head teacher to oversee any premises related funding bid.