

Role of Committees and Terms of Reference

The Full Governing Body meets three times a year and takes a strategic overview of the governance of the school, drawing together the work from all committees, governor visits, training etc to promote school improvement. The Governing Body acts as a critical friend to the school and is accountable for its decisions. It set aims and objectives and review, agrees and monitors policies, targets and priorities.

The governing body shall:

- Hold at least 3 meetings per year
- Appoint or remove the clerk
- Elect a Chair and Vice Chair
- Advise all parents of any parent governor vacancies, all staff of staff governor vacancies and to appoint co-opted governors
- Annually adopt the SEF
- Set dates of meetings for the year ahead
- Note term dates for the academic year and agree the occasional days
- Receive Head teacher reports
- Review and monitor progress data and national test results
- Review the level of exclusions
- Monitor attendance of pupils/staff/governors
- Review, adopt and monitor all school policies
- Provide induction for new governors
- Encourage governors to visit school and to review, adopt and monitor a governors' visit policy and feedback procedure
- Review, adopt and monitor the procedures for dealing with complaints from parents/carers
- Review, approve and monitor the School Development Improvement Plan
- Annually elect governors for the following responsibilities:- SEND, Looked After Children, Safeguarding and Health and Safety
- Ensure at least 3 governors are appointed to complete the Headteacher's Performance Management
- Maintain and update annually a file of pecuniary interest declarations
- Review annually the committee structure
- Organise support and training for governors

The Teaching and Learning committee meets three times a year to review, adopt and monitor the SDP. The head teacher and members of the SLT will report termly to this committee about pupil progress and curriculum developments. Committee members will undertake focused visits to the school to monitor teaching and learning, and behaviour. Members of this committee will have individual responsibility for SEND and safeguarding. The chair will present an overview of the work of the committee to the FGB at each meeting.

Specifically, this committee shall:

- Review, adopt and monitor an overall curriculum policy.
- In collaboration with staff, provide information to the FGB about how the curriculum is taught, evaluated and resourced.
- Review, adopt and monitor policies for Collective Worship and Sex Education.
- Ensure that the requirements of children with special needs are met, as laid out in the Code of Practice.
- Monitor and review the information about school performance from school data and RAISEonline and report to FGB accordingly
- Review, adopt and monitor policies concerning inclusion, equality, drugs education, pupil behaviour and discipline, and child protection, and to monitor their implementation.
- Advise the Resources committee on the relative funding priorities necessary to deliver the curriculum.
- Oversee the arrangements for educational visits
- Oversee the accuracy of currency of the governor pages on the school website.

The Resources committee meets three times a year to review, approve and monitor finance, staffing and premises developments. The committee will oversee implementation of the school's staffing and finance policies, and will review, approve and monitor the maintenance and development of the premises and grounds, including Health and Safety. The chair will present an overview of the work of the committee to the FGB at each meeting.

Specifically, this Committee shall:

Premises

- 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.
- Inspect the premises and grounds annually in order to prepare a list of priorities for

maintenance and development.

- Establish 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.
- Oversee the preparation and implementation of contracts.
- Ensure that the Governing Body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.
- Prepare and agree a lettings and charges policy and to monitor its implementation.
- Establish and keep under review an Accessibility Plan.
- Ensure any necessary liaison with the LA regarding premises issues.
- Review, adopt and monitor a Health and Safety policy

Staffing

- In consultation with the Headteacher, determine the staffing structure of the school.
- Oversee the appointment procedure for all staff.
- Consider recommendations on staff salaries made by the Headteacher or the Headteacher Performance Management Group
- In consultation with staff, oversee any process leading to staff reductions.
- Annually review, adopt and monitor the procedures for dealing with staff discipline and grievances and ensure that staff are informed of these.
- Act as "first committee" for formal disciplinary or complaints hearings.
- Review, adopt and monitor a Pay Policy, Performance Management policy and Equal Opportunities policy

Finance

- Review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, Headteacher and other nominated staff.
- Ensure that the school operates within the requirements of the Local Authority's Financial Management Scheme and Financial Regulations.
- Review, adopt and monitor a Charging and Remissions policy and a Best Value Statement.
- Establish a three year budget plan taking into account the agreed priorities of the School Development / Improvement Plan
- Draft and adopt a detailed annual budget plan (revenue and capital expenditure) taking into account the agreed priorities of the School Development / Improvement

Plan.

- Make decisions in respect of the service level agreement with the Local Authority
- Determine whether sufficient funds are available for pay increments as recommended by the Headteacher or Performance Management Group.
- Consider and approve recommendations made by the Premises Committee on all aspects relating to the school premises
- Monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan using the budget monitor report produced by SIMS.
- Receive details of any budgetary adjustment made by the Local Authority through the Income Allocation Notification process.
- Report to the Governing Body any significant anomalies in the performance of the school against the annual budget plan.
- Subject to the local scheme of delegation (See Finance Policy), approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
- Receive, and where appropriate, respond to all audit reports on the delegated and devolved funds.
- Carry out Best Value Reviews in accordance with the Best Value Statement.
- Review comparative financial statistics presented by the Local Authority
- Receive a report from the Headteacher following the annual inspection of the School assets as recorded in the asset registers / inventories.
- Receive reports and monitor the income and expenditure of non-public funds throughout the year.
- Appoint an external auditor of these funds, receive and respond to the audit report on these funds.
- Review the School's self assessment in preparation for the external assessment.
- Annually complete the Statement of Internal Control
- Annually review Governors' competencies in regards to continued professional development as stated under FMSiS.
- Receive and respond on any report issued by the external assessor following an external assessment.