

## TERMS OF REFERENCE

### Leadership & Management Committee

1. To ensure sound financial management of the school's financial situation by monitoring and evaluating the school's financial performance in accordance with the School Financial Value Standard;
2. To ensure the School Development Plan is fully costed and provides a sound basis for long-term financial planning;
3. To review the Pay and Performance Management policies and recommend them to the full Governing Board;
4. To approve increases in pay for staff in accordance with the Pay Policy;
5. To monitor progress against the School Development Plan in respect of financial matters and the management of school premises;
6. To consider the draft budget and make recommendations to the full Governing Board;
7. To monitor progress against the school budget;
8. To receive the report from the local authority's auditor, consider recommendations and ensure that they are implemented;
9. To ensure dedicated leadership time is available to maintain and develop capacity in the school;
10. To consider applications from staff for early retirement, extended leave of absence, flexible working or funding for additional qualifications;
11. To review the arrangements for the deployment of staff in school to ensure it meets pupils' needs;
12. To review and approve the school's Charging and Lettings Policy;
13. To approve and monitor the annual maintenance programme for the school, including furnishings;
14. To monitor the performance of cleaning, grounds maintenance and catering provision in the school;
15. To approve specifications for building works;
16. To agree objectives, review the performance of the Head Teacher and agree training needs, with the improvement advisor, on an annual basis by 31 December each year;
17. To consider and approve a performance review statement, including comments from the Head Teacher and monitor progress;
18. To approve revisions to the school staffing structure;
19. To ensure that the school is secure, in line with safeguarding requirements;
20. To receive reports following health and safety site inspections and ensure that recommendations are implemented;
21. To review the Health and Safety Policy and recommend it to the fully Governing Board;
22. To review, monitor and sign off risk assessments, where required (eg educational visits);
23. To ensure that the school builds on community links;
24. To ensure that governors are trained to fulfil their roles;
25. To monitor the effectiveness of governance.

## TERMS OF REFERENCE

### Teaching, Learning and Assessment Outcomes

1. To ensure that the performance of teachers is reviewed on a regular basis and objectives recorded by 31 October each year;
2. To advise the full Governing Board on the School Curriculum Statement;
3. To ensure the school has effective self-evaluation procedures and that these are used to advise the Committee on school performance and pupil progress;
4. To monitor progress against the School Development Plan in respect of the delivery of the national curriculum and other curriculum requirements, including school performance;
5. To ensure that the school receives appropriate support from an Improvement Advisor to advise governors on performance and achievement;
6. To ensure the national curriculum assessment procedures are carried out and results made available;
7. To review the Special Educational Needs (SEN) Policy and recommend it to the full Governing Board;
8. To monitor the effectiveness of the school's curriculum policies;
9. To approve written information to parents and other stakeholders in relation to the school's Curriculum Statement and SEN policy;
10. To receive and review data on pupil progress on a termly basis, including interventions that are used;
11. To consider local authority statements which name the school and advise the full Governing Board;
12. To approve pupil targets;
13. To receive reports from governors who visit subject coordinators and classes.

## TERMS OF REFERENCE

### Personal Development, Behaviour and Welfare

1. To monitor and evaluate:
  - the quality of pupils' engagement in learning;
  - the school's effectiveness in preparing pupils for life in a modern democratic Britain and a global society;
  - how effectively the school promotes the confidence and engagement of parents;
  - how effectively the school works with other agencies;
  - how effectively the school encourages pupils to enjoy learning, to be creative and to reflect on their experiences;
  - how effectively the school encourages pupils to recognise right and wrong and to apply this understanding;
  - how effectively the school develops pupils' social skills;
  - how effectively the school encourages pupils to explore cultural and religious diversity;
  - how effectively the school encourages pupils to explore their outdoor environment, to be aware of their surroundings, and to care the natural world and the other peoples and creatures which share it;
  - how effectively the school promotes pupils' health and fitness, and attitudes to healthy eating.
2. To ensure that standards in Religious Education are in line with core subjects;
3. To monitor and review Collective Worship, Religious Education and SRE Policies;
4. To approve written information to parents and other stakeholders in relation to the school's Sex Education Policy;
5. To ensure dedicated leadership time is available to maintain and develop capacity in the school;
6. To ensure that the school complies with equality legislation;
7. To ensure that the profile of the school is highlighted through all available means to as wide an exposure as possible;
8. To maximise the potential for the broadcast of 'good news' and other events;
9. To ensure the school builds on community links;
10. To review and recommend a Public Relations Policy to the full Governing Board;
11. To receive reports on pastoral care;
12. To ensure the Catholic Life of the school is promoted throughout the year;
13. To ensure the Catholic ethos of the school is established and maintained.
14. To ensure the Mission Statement values of the school are embedded into everyday life of the school.
15. To receive reports on safeguarding matters;
16. To monitor and evaluate
  - the quality of pupils' behaviour at all times in school;
  - the school's analysis of and response to pupils' behaviour;
  - the effectiveness of the school's action to prevent and tackle all forms of bullying and harassment;

- the effectiveness of the school's actions to prevent and tackle discriminatory and derogatory language;
- the views of pupils, parents, staff, governors and others on behaviour and safety;
- overall and persistent absence and attendance rates;
- punctuality in arriving at school and at lessons;
- the impact of the school's strategies to improve behaviour and attendance;
- the effectiveness of the school's safeguarding procedures;
- the safety of the school site.

## Pupil Discipline and Complaints

Membership – any three governors, selected by the Chair, with no previous involvement in the matter to be considered.

Terms of reference:

1. To consider any formal parental complaints;
2. To consider the circumstances of any disciplinary exclusion and parental and local authority representations in cases where a pupil has been excluded by the Head Teacher:
  - permanently;
  - for a fixed period totalling more than 15 school days within one school term;
  - for a fixed period totalling more than 5 school days within one school term only where parents request such a meeting.