

**Governing Body  
Barby C E Primary School**

**Terms of Reference  
& Committee Structure**

**September 2016**



*'From Little Acorns...Great Oaks Grow'*

## The Role of the Chair of a Committee

- To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- To issue the Agenda for each meeting at least 1 week in advance
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making

**Disqualification – none**

## The Role of the Clerk to Committees

- To seek advice on procedural and legal matters when needed
- To ensure the next meeting of the Committee is agreed
- To ensure minutes are taken and distributed within 2 weeks of the meeting
- To perform such other functions with respect to the Committee as may be determined by the Governing Body from time to time

**Disqualification:**

**the Headteacher  
the Chair of the Committee**

# Resources Committee

## **Membership**

The Committee shall comprise of at least 4 Governors plus the School Business Manager and the Head Teacher. The Governing Body may remove or replace a member of the Committee at any time.

The quorum shall be four Governors (including the Head Teacher) plus the School Business Manager.

A Chair and a Clerk will be appointed from the membership at the first meeting of the year.

## **Meetings**

At least one meeting will be held between each Full Governing Body meeting. All meetings will be formally minuted.

## **Terms of Reference**

The committee will have the following remit.

For financial matters:

- To draft the budget plan and 3 year financial plan for the Full Governing Body approval and PDET verification taking into account the agreed priorities of the Academy Improvement Plan and the requirements of the Academy Trust submission to the Department for Education.
- To examine the current budget position statement, including income, expenditure and any variances, at least termly and to report significant anomalies from the expected position to the full Governing Body.
- To make decisions on discretionary expenditure, within the agreed scheme of delegation, including expenditure for service agreements and that recommended by other committees
- To monitor the allocation of funds reserved for specific purposes such as pupil premium and sports funding.
- Under the guidance of PDET to ensure that the school operates under the financial regulations and that all funds are audited and the audit results presented to the Full Governing Body and to PDET.

For personnel matters:

- To respond appropriately to matters relating to staff capability, discipline and dismissal.
- To agree a pay, conditions and progression policy and to support the review of salaries annually in accordance with the agreed pay and conditions policy as ratified by the Full Governing Body.
- To notify PDET and review the staffing structure whenever a vacancy arises.
- To monitor the procedures for staff pensions and payroll and support any action needed to resolve issues.

For premises matters

- To monitor the effectiveness of the School's Health and Safety arrangements, make periodic inspection of buildings, plant and equipment and report findings to the Full Governing Body.
- To review the relevant funding priorities necessary for security, maintenance, repairs

and redecoration to the buildings, and to approve the costs and arrangements within the Budget allocation.

- To review and approve the Grounds Maintenance Contract and any grounds improvement projects.

For school level policies

- To review the school policies relevant to the remit of this committee. An up to date list to be agreed annually with defined review periods for each policy.

**Disqualification** – Any relevant person employed to work at the school other than as the headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

**These terms of reference agreed by the Governing Body**      /      /

<b>Name of Governor</b>	<b>G/AM</b>
<b>Mrs Karen Holman</b>	<b>G</b>
<b>Mrs Christine Close</b>	<b>G</b>
<b>Mrs Julie Elliott</b>	<b>G</b>
<b>Mrs Cat Sabine</b>	<b>G</b>
<b>Mrs Sue Roberts</b>	<b>G</b>
<b>Ms Claire Iveson</b>	<b>G</b>
<b>Mrs Jody Toone</b>	<b>Head</b>
<b>Mrs Catherine Cope</b>	<b>SBM</b>

**Chair of the Committee**      **Sue Roberts**

**Clerk to the Committee**      **Sarah Pallett**

**Date of next review:**

# Performance and Standards Committee

## Membership

The Committee shall comprise of at least four Governors plus at least one staff Governor and the Head Teacher. The Governing Body may remove or replace a member of the Committee at any time.

The quorum shall be four Governors including the Head Teacher or a staff Governor.

A Chair and a clerk will be appointed from the membership at the first meeting of the year.

## Meetings

At least one meeting will be held between each Full Governing Body meeting. All meetings will be formally minuted.

## Terms of Reference

The committee will have the following remit.

- To ensure the curriculum being taught meets the needs of all pupils and to advise the Full Governing Body on matters relating to the school curriculum, including statutory requirements and PDET provided guidance.
- To ensure the requirements of children with Special Needs are met
- To monitor the progress of pupils against the targets set for achievement at each key stage
- To monitor the progress of disadvantaged pupils and ensure interventions are resulting in improved progress
- To ensure the provision of religious education in accordance with the agreed syllabus including the provision of daily worship
- To ensure information is available on the curriculum and test results for all stakeholders
- To consider any complaints/feedback from parents on the curriculum
- To review the information on achievement provided in the school profile
- To review the school policies relevant to the remit of this committee. An up to date list to be agreed annually with defined review periods for each policy.

## Disqualification – None

These terms of reference agreed by the Governing Body	/	/
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Name of Governor/Associate Member	G/AM
Mrs Jody Toone	Head
Mrs Kath Huggett	G
Mrs Emily Archer	G
Ms Sarah Pallett	G
Dr Doug MacMahon	G
Mrs Tracy Morris	Staff

Chair of the Committee	Doug MacMahon
Clerk to the Committee	Claire Iveson

Date of next review:	
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# Head Teacher's Performance Review Group

Terms of reference:

- To arrange to meet with the External Adviser to discuss the Headteacher's performance targets
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the Headteacher against the targets, meeting with the head a minimum of twice a year to discuss performance
- To make recommendations to the Finance Committee in respect of awards for the successful meeting of targets set

Membership can be 2 or 3 Governors.

**Disqualification** – The Head Teacher and Staff Governors

<b>These terms of reference agreed by the Governing Body</b>	/	/
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<b>Name of Governor</b>
<b>Mrs Karen Holman</b>
<b>Mrs Julie Elliott</b>
<b>Mrs Cat Sabine</b>
<b>Ms Sarah Pallett – as alternate</b>

<b>Chair of the Group</b>	
<b>Quorum</b>	2

<b>Date of next review:</b>	
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# Admissions Committee

Terms of reference:

- As issued by PDET

Membership can be 2 or 3 Governors.

**Disqualification** – The Head Teacher and Staff Governors

**These terms of reference agreed by the Governing Body**

/ /

Name of Governor
Dr Doug MacMahon
Mrs Sue Roberts
Mrs Emily Archer

Chair of the Group

Quorum

2

Date of next review: