



Woolmore
Primary School

Committee Terms of Reference

FINANCE, PERSONNEL AND GENERAL PURPOSES COMMITTEE TERMS OF REFERENCE

Membership:	Membership of the committee shall be not less than three Governors plus the Headteacher.
Chair of Committee:	Appointed by the Committee Members
Quorum:	Three Governors including the Headteacher.
Frequency of Meetings:	At Least one per term,

The responsibilities of the Committee are divided into three principal areas, finance, personnel and premises. The terms of reference for each area are as follows:

Finance

- In consultation with the Headteacher, to draft the first formal budget plan of the financial year
- To establish and maintain an up to date three year financial plan
- Determine and review financial policy including consideration of long-term planning and resourcing.
- To monitor expenditure and projected outturn against budget at least once each term and to report significant variances from the anticipated position to the Governing Body
- To ensure that the school operates within the Financial Regulations of the Local Authority and that correct financial controls are in place.
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service level agreements and contracts
- To make decisions on expenditure following recommendations from other committees
- To review and consider any expenditure over £20k,000 and recommended to the Full Governing body for approval FGB (*Scheme of Delegation*)
- Ensure that the school receives value for money in purchasing goods and services in accordance with the principles of Best Value.
- Determine and review charges for lettings where appropriate.
- Respond to any audit reports on the management of the budget and financial procedures.
- Keep pupil numbers under review to monitor the effect on future budgets.
- Ensure procedures are in place regarding the audit of the School Fund Accounts.
- To approve residential school trips

Personnel

- To draft and keep under review the staffing structure for the school in consultation with the Headteacher.
- To establish a Pay Policy for all categories of staff and to be responsible for its administration and review
- To oversee the appointment procedure for all staff
- To establish and review a Performance Management policy for all staff
- To monitor the effectiveness of all policies that relate to staffing matters and recommend changes as appropriate (this includes performance management, pay and equal opportunities).
- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence

- Make arrangements to ensure that selection panels are available at short notice for appointments that are not delegated to the Head Teacher.
- To ensure that all staff employed by the school are covered by appropriate indemnity, line management and performance management procedures.
- To agree recruitment and selection procedures and the level of involvement by Governors in the appointment of staff. The Staffing Regulations state that appointments outside of the leadership group should usually be delegated to the Head.
- To consider pay/grading issues – including implementation and review of the Pay Policy and the carrying out of an annual review of the school staff salaries.
- To ensure that arrangements are in place to carry out the Head's annual performance review and that objectives are reviewed and agreed within prescribed time limits.

Premises

- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance
- To make recommendations on premises-related expenditure
- In consultation with the Headteacher, to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
- To establish and keep under review a costed Building Development Plan including a scheme of planned maintenance
- To establish and keep under review an Accessibility plan
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To ensure that Governors' responsibilities are discharged in respect of litter under the Environmental Protection Act 1990.
- To receive reports from the school Health and Safety Group and updates from the Health and Safety and Premises walks carried out by the School Business Manager and the Premises Manager

Committee Membership

Sabrina Law (Committee Chair)

Tracy Argent

Samantha Rashid

Nick Hyde

Tara Kaur (Associate Member)

Date reviewed: Autumn term 2018

Date of next Review: Autumn term 2019

CURRICULUM & STANDARDS COMMITTEE TERMS OF REFERENCE

Membership: Membership of the committee shall be not less than three Governors plus the Headteacher.

Chair of Committee:

Quorum: Three Governors including the Headteacher.

Frequency of Meetings: At least one per term,

The responsibilities of the School Curriculum & Standards Committee are as follows:

Terms of reference:

- To advise the Governing Body on the School's Curriculum Statement and their statutory obligations regarding the National Curriculum, ensuring that the National Curriculum is followed.
- To receive self evaluation reports from staff and Subject/ Leaders about all matters to do with the curriculum.
- To ensure that the requirements of the Disability Discrimination Act (DDA) and of children with special needs (including those identified as Gifted and Talented) are met, and to receive reports from the nominated Inclusion (formerly SEN) Governor.
- To monitor the allocation and impact of Pupil Premium Funding
- To ensure the requirements of the Race Equality Duty, Gender Equality Duty and the Duty to Promote Community Cohesion are met.
- To review the information about school performance required to be published in accordance with Government directives.
- To contribute towards the School Improvement Plan.
- To advise the Governing Body on discipline and pastoral matters concerning pupils.
- To assist the Head Teacher in the production of the school prospectus.
- To monitor review and ratify whole school policies.
- In consultation with the Head, to review and agree the statutory targets for the key stages.
- To monitor SATS results and evaluate progression between Key Stages.
- To analyse the school's RAISE Online report and other school data relating to pupil performance and attainment
- To be involved in the monitoring of achievement and assessment throughout school.
- To take an active role in the School Self-Evaluation cycle, reviewing the School Self-Evaluation Form (SEF).
- To receive and consider regular reports from the Headteacher on pupil safeguarding
- Review policies and provision for and make appropriate recommendations on the following areas:
 - ⇒ Collective worship and religious education
 - ⇒ Health and relationships education
 - ⇒ Drugs education
 - ⇒ Behaviour, discipline and pastoral matters
 - ⇒ Equalities Policy
 - ⇒ SEND (include gifted and talented)
 - ⇒ Curriculum Policy
 - ⇒ Attendance Policy
 - ⇒ Behaviour Policy
 - ⇒ Safeguarding & Child Protection Policy

Committee Membership

Tracy Argent

Andrew Whittingham

Jen McCurdy

Christopher Grace

Sr Christine Frost

Date reviewed: Autumn term 2018

Claire Stewart

Date of next Review: Autumn term 2019

HEARINGS COMMITTEE TERMS OF REFERENCE

Membership: Membership of the committee shall be not less than three Governors

The Governing Body may nominate a pool of governors from which three will serve as the Hearings Committee to consider particular exclusions. If a governor has a connection with the member of staff or pupil or the incident that could affect their ability to act impartially they should not serve at the hearing.

Chair of Committee: Appointed by the Committee Members / Governors.
(To be decided at meeting)

Quorum: At least three Governors

Frequency of Meetings: As required

The responsibilities of the Hearings Committee are as follows:

Terms of reference:

Governing Body HR Procedures (Staff Discipline, Grievance, Capability, Sickness etc)

- To make any determination to dismiss any member of staff (*unless delegated to the headteacher*)
- **To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action***
- To make any decisions relating to any member of staff other than the Headteacher, under the Governing Body's personnel procedures (*unless delegated to the Headteacher*)

School's complaints Procedures

- To make any determination or decision under the Governing Body's General Complaints Procedure for Parents and others
- To make any determination or decision under the Governing Body's Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the Governing Body's charging policy:
- *Additional items which individual Governing Bodies may wish to include*

Pupil Discipline:

- To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate*)
- To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term A meeting must be convened within 50 school days to review the exclusion if the parents/carers request it.
- To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination A meeting must be convened within 50 school days to review the exclusion.
- *Any items which individual governing bodies may wish to include*

Date reviewed: Autumn Term 2018

Date of next Review: Autumn Term 2019

APPEALS COMMITTEE TERMS OF REFERENCE

Membership: Membership of the committee shall be not less than three Governors

The Governing Body may nominate a pool of governors from which three will serve as the Appeals Committee. If a governor has a connection with the member of staff or pupil or the incident that could affect their ability to act impartially they should not serve at the hearing.

Disqualification – The Headteacher

Any Governor involved in the original Hearing of with prior knowledge of the pupil or the incident.

(It is suggested that neither the Chairman of Governors nor a member of staff, due to probable prior knowledge, should be a member)

Chair of Committee: Appointed by the Committee Members / Governors.
(To be decided at meeting)

Quorum: At least three Governors

Frequency of Meetings: As required

The responsibilities of the Appeals Committee are as follows:

Terms of reference:

- To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee
- To consider any appeal against a decision short of dismissal under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability
- To consider any appeal against selection for redundancy
- To consider any appeal against a decision on pay grading or pay awards
- *Any items which individual governing bodies may wish to include*

Date reviewed: Autumn Term 2018

Date of next Review: Autumn Term 2019

**HEADTEACHER'S PERFORMANCE REVIEW PANEL
TERMS OF REFERENCE**

Membership: Membership of the committee shall be two or three Governors.

Disqualification: The Headteacher and Staff Governors

Chair of Committee: Appointed by the Committee Members / Governors.
(To be decided at meeting)

Quorum: Two Governors

Frequency of Meetings: As required, but at least twice per year.

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
- To make recommendations to the full governing body in respect of awards for the successful meeting of targets set

Committee Membership

Sr. Christine Frost
Samantha Rashid
External Advisor

Date reviewed: Autumn Term 2018

Date of next Review: Autumn Term 2019

Signature.....

(Chair of Governors)

Date.....