

Committee Terms of Reference

OUTCOMES FOR PUPILS COMMITTEE: Termly Meetings

- Contribute to the development and monitoring of the School Improvement Plan and the SEF.
- Conduct the school with a view to promoting high standards of education achievement (SSFA 1998).
- Set targets for achievement at KS1, KS2, KS3 and GCSE. Monitor the school's performance against these targets.
- Monitor the achievement of disadvantaged groups and the impact of policies on race, SEN, Looked After Children and Disability on pupils, parents and communities.
- Ensure that a report on each pupil's educational achievements is forwarded to their parents/ guardians annually.
- Set targets for achievement at KS1, KS2, KS3 and GCSE. Monitor the school's performance against these targets.
- Monitor the achievement of disadvantaged groups and the impact of policies on race, SEN, Looked After Children and Disability on pupils, parents and communities.

QUALITY OF TEACHING , LEARNING AND ASSESSMENT COMMITTEE: Termly Meetings

- Contribute to the development and monitoring of the School Improvement Plan and the SEF.
- Monitor pupils' attitudes, values and how other personal qualities are developed within the school through the provision of RE and PHSCE and that parents are told of their right to withdraw their child.
- In general terms, monitor teaching and learning and the progress of pupils.
- Ensure that a report on each pupil's educational achievements is forwarded to their parents/ guardians annually.
- Ensure the quality of education, teaching and learning (see Enjoy and Achieve re promoting high standards).

PERSONAL DEVELOPMENT, BEHAVIOUR AND WELFARE COMMITTEE: Termly Meetings

- Contribute to the development and monitoring of the School Improvement Plan and the SEF.
- Responsibility to act as the Pupil Discipline Committee, including responsibility for Pupil Exclusions
- Ensuring that the school meets health and safety requirements and review the schools H&S policy regularly.
- Ensure that the school's policy on SEN is consistent with the code of practice and Equalities Act and that arrangements are made to ensure the policy is monitored and reviewed regularly. The policy is known to parents and carers.
- Ensure the effective integration of children with SEN.
- Ensure the school has an effective behaviour and anti-bullying policy. Monitor the implementation of this policy and its impact.
- Monitor the development of pupils' attitudes, values and other personal qualities.
- Aims and values for the school are agreed and positive ethos for the school is promoted. Policy decisions are consistent with the agreed aims, values and ethos.
- Ensure that the school has an effective school council. The Governing Body takes account of the school council in determining the way in which the school is conducted.
- The school promotes inclusive policies that allow for the achievement of all pupils.
- Ensure that adequate provision is made for transition between primary and secondary education
- Ensure the school is fulfilling its responsibilities regarding child protection and the requirements of "Working Together to Safeguard Children".
- Anti-Bullying and Behaviour Policies.
- Set attendance targets and monitor the school's performance against these targets.
- Ensure the school works effectively with other agencies to support vulnerable children and their families.
- Ensure the school has policies on Race and Disability Discrimination.
- Ensure the school meets the requirements of the SEN and relevant disability legislation.

Committee Terms of Reference

LEADERSHIP COMMITTEE

inc. Headteacher Performance Management

- Contribute to the development and monitoring of the School Improvement Plan and the SEF.
- To act as Parental Complaints committee

Curriculum

- Decide whether or not to provide sex and relationships education and consult parents (Primary). Agree the content and organisation of the school's programme of sex and relationship education and notify parents of their right to withdraw their child (all secondary schools and primary schools that choose to provide S&R education).
- Ensuring that PE is taught as part of the school curriculum and monitoring the quality and adequacy of provision.
- Ensure that every child receives the full statutory curriculum that the school must provide.
- Ensure the school has a curriculum policy that meets pupils' needs.

CHAIR:

Terms of Reference:

- To arrange to meet with the External Adviser (EA) or Education Development Partner (EDP) to discuss the Headteacher's performance targets.
- To decide with support from the EA or EDP whether the targets have been met and to set new targets annually.
- To monitor throughout the year the performance of the Headteacher against the targets.
- To make recommendations to the appropriate committee in respect of awards for the successful meeting of set targets.

Meetings: Autumn term, plus monitoring meetings. Disqualifications: the Headteacher and staff.

PERSONNEL COMMITTEE

CHAIR:

Terms of Reference:

- To carry out an annual review of the staffing structure in consultation with the Headteacher and the Finance Committee.
- To oversee the appointment procedure for all staff.
- To establish and review a performance management policy for all staff.
- To keep under review work/life balance, working conditions and well being, including the monitoring of absence.
- To make recommendations to the Finance Committee on Personnel-related expenditure.

Meetings: Half Termly. Pecuniary interest.

Delegation to the Headteacher - School Staffing (England) Regulations 2009

Appointment: The Governing Body can delegate the power to appoint outside the leadership group to:

- The Headteacher
- One or more Governors with the right of the Headteacher to advise
- One or more Governors and the Headteacher

Delegate to the Headteacher as above for:

- Permanent teaching staff posts
- Permanent support staff posts
- Temporary staff

Dismissals:

Governing Body delegates to Headteacher responsibility for the dismissal of:

- All staff other than Headteacher, unless exceptional circumstances exist
- Headteacher to a committee of the Governing Body

Committee Terms of Reference

PAY REVIEW

- To act in accordance with the Teachers' Pay Policy adopted by the Governing Body.
- To report to the Finance Committee on Pay Review-related expenditure.
- To make any decisions under the personnel procedures adopted by the Governing Body, e.g. disciplinary, grievance, ill health, capability etc
- To make any decisions relating to a member of staff (other than the Headteacher) under the Personnel procedures adopted by the Governing Body (unless delegated to the Headteacher).
- Staffing Reductions.

CHAIR:

Terms of Reference:

- To act in accordance with the Whole School Pay Policy adopted by the Governing Body to include matters relating to: teaching and learning responsibility payments, SEN(Special Educational Needs) allowances, recruitment and retention payments, points for previous experience, bursaries, regradings.
- To report to the Finance Committee on Pay Review-related expenditure.

Meetings: Autumn term, plus as and when necessary.

Disqualifications: School staff. Pecuniary interest.

APPEALS

- To consider any appeal against a decision to dismiss a member of staff made by the First/Pay Review Committee (or Headteacher if delegated).
- To consider any appeal against a decision under the personnel procedures adopted by the Governing Body (e.g. disciplinary, pay review, capability for teachers etc).
- To consider any appeal against selection for redundancy.

CHAIR:

Terms of Reference:

- To consider any appeal against a decision to dismiss a member of staff made by the Hearing/First Committee (or Headteacher if delegated).
- To consider any appeal against a decision under the personnel procedures adopted by the Governing Body. (eg. disciplinary, pay review etc.).
- To consider any appeal against selection for redundancy.

Meetings: as and when required. Must have no fewer members than the Hearing.

Disqualifications: Headteacher. Any governor who was involved in the hearing. Spouse/partner.

Committee Terms of Reference

FINANCE COMMITTEE

- Ensure that adequate provision is made to make the building safe and secure, Health and Safety policy.
- Ensure that buildings and the learning environment are maintained and fit for purpose.
- Oversee the use of the premises by outside users.
- Establish and keep under review an asset management /building development plan.
- Establish and keep under review an Accessibility Plan.

CHAIR:

Terms of Reference:

- In conjunction with the Headteacher to draft the first formal budget plan of the financial year, for approval by the full Governing Body.
- To establish and maintain an up to date 3 year financial plan.
- To monitor income and expenditure, including virement decisions, significant anomalies from the anticipated position and report termly to the Governing Body.
- To ensure the school operates within the financial regulations of the County Council and the requirements of the DfES Financial Management Standard for Schools.
- 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.
- To make decisions on expenditure following recommendations from other committees.
- To prepare financial statements for inclusion in any reports to parents.
- To ensure as far as is practical that any Health and Safety (H&S) issues are appropriately funded in accordance with priorities.
- To ensure that Pay Review Committee and Pay Appeal Committee decisions are appropriately funded.

Meetings: termly, planned to coincide with Smartstream.

Disqualifications: when there may be a conflict of interest; a fair hearing is required; or a pecuniary interest. Associate members may not vote.