



COMMITTEE TERMS OF REFERENCE

General

1. Much of this governing body's business is carried out through committees. This governing body decides the constitution, membership and terms of reference of all committees, and reviews these annually.
2. This governing body has three committees, the Finance and General Purposes Committee (which includes premises, staffing and finance) Curriculum (which considers curriculum planning progress and attainment) and Strategy (which looks at the long term strategic plans of the school and its vision).
3. New governors are invited to attend a meeting of each committee so that they can get a good overall picture of how the governing body works and any governor is welcome to attend all committee meetings even if they are not on that committee.
4. Each committee has a chair and a clerk appointed by the committee. The Head teacher cannot be the clerk to a committee but a governor can.
5. The membership of a committee may include associate members, provided that a majority of members of the committee are governors. Even if they are not a member, the Head teacher is entitled to attend all committee meetings.
6. Provisional dates for meetings will be set at the beginning of each school year as part of the annual cycle of full governing body and committee meetings.

Terms of reference for the Curriculum Committee

General Terms

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To contribute to the School Improvement and Development Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

Meetings

1. In both committees the quorum is a minimum of three governors who are members of the committee.
2. Both committees meet at least twice a term and more often if required.
3. Committee meetings will not be open to the public but minutes shall be made available – attendees can be invited to attend a committee meeting where appropriate. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
4. In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number. In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the head teacher).



5. The draft minutes of each meeting will be circulated with the agenda for the next meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee).
6. Any decisions taken in committee must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.
7. The committee shall not meet without the Head teacher, or a substitute nominated by the Head teacher, being present.

Curriculum planning and delivery

1. To review, monitor and evaluate the curriculum offer.
2. To recommend for approval to the full governing body the
 - a. Self-evaluation form
 - b. School Improvement and Development Plan relating to the curriculum, pupil attainment and progress
 - c. Targets for school improvement to the governing body
3. To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. sex education and pupil behaviour/discipline).
4. To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the Head teacher/SENCO and an annual report from the SEN governor.
5. To oversee arrangements for educational visits, including the appointment of a named co-ordinator.

Assessment and improvement

1. To monitor and evaluate the effectiveness of leadership and management.
2. To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement.
3. To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups.
4. To monitor and evaluate the impact of continuing professional development on improving staff performance.
5. To set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
6. To monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.
7. To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively.



8. To consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan.
9. To ensure that all children have equal opportunities.
10. To advise the F&GP committee on the relative funding priorities necessary to deliver the curriculum.

Terms of reference for the Finance and general Purposes Committee

General Terms

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To contribute to the School Improvement and Development Plan relating to finance, personnel and buildings.
- To consider safeguarding and equalities implications when undertaking all committee functions.

Meetings

1. In this school the quorum is a minimum of three governors who are members of the committee.
2. In this school committees meet at least twice a term and more often if required.
3. Committee meetings will not be open to the public but minutes shall be made available – attendees can be invited to attend a committee meeting where appropriate. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
4. In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number. In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the head teacher).
5. The draft minutes of each meeting will be circulated with the agenda for the next meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee).
6. Any decisions taken in committee must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.
7. The committee shall not meet without the Head teacher, or a substitute nominated by the Head teacher, being present.



Financial policy and planning

1. To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, Head teacher and other nominated staff.
2. To review, adopt and monitor all additional financial policies, including a charging and remissions policy.
3. To establish and maintain a three year financial plan, taking into the account priorities of the School Improvement and Development Plan, roll projection and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information.
4. To consider and approve (ratify) the annual school budget clearly linked to the costed School Improvement and Development Plan.
5. To make decisions in respect of service level agreements.
6. To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the Head teacher.

Financial monitoring

1. To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
2. To receive at least termly budget monitoring reports from the Head teacher.
3. To report back to each meeting of the full governing body and to alert them of potential problems or significant anomalies at an early date.
4. To meet with other committees and provide them with the information they need to perform their duties.
5. Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
6. To review, complete and submit the School Financial Value Standard (SFVS).
7. To undertake any remedial action identified as part of the SFVS.
8. To receive and act upon any issues identified by a local authority audit.

Premises

1. To provide support and guidance for the governing body and the Head teacher on all matters relating to the maintenance of the premises and grounds, including Health and Safety.
2. To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
3. To inform the governing body of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing body.
4. To arrange professional surveys and emergency work as necessary.
(Note: The Head teacher 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 Head teacher is expected to consult the committee chair at the earliest opportunity.)

5. To establish and keep under review an Accessibility Plan
6. To review, adopt and monitor a Health and Safety policy.
7. To 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.

Staffing

1. To establish a Pay Policy for all categories of staff (see working party terms of reference below).
2. To be responsible for the administration and review of the Pay Policy.
3. To consider the Local Authority's model policies for teachers' pay and teacher appraisal (performance management).
4. To ensure that they are agreed, adopted by the governing body and kept under review once a year and staff are consulted on the policies.
5. To establish the annual salary budgets and other costs relating to personnel, e.g. training.

Terms of reference for the Strategy Committee

Vision, Aims, Values and Ethos

1. To agree on and ensure the school embeds the schools vision, aims, values and ethos throughout.
2. To ensure the Christian ethos runs through the school

Staffing

1. To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school. (Staffing Structure)
2. To establish and oversee the operation of the school's Appraisal Policy (see working party terms of reference below) - including the arrangements and operation of the school's appraisal procedures for the Head teacher.
3. To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
4. To annually review procedures for dealing with staff discipline and grievances and make recommendations to the governing body for approval.
5. To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
6. To recommend to the governing body staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
7. In consultation with staff, to oversee any process leading to staff reductions.
8. To establish the longer-term salary budgets and other costs relating to personnel, e.g. training.



Premises

3. To provide support and guidance for the governing body and the Head teacher on all matters relating to the development of the premises and grounds and oversee the Premises Development Plan.
4. To oversee any major developments.

Engagement

6. To monitor the school's publicity, public presentation and relationships with the wider community.
7. To identify and celebrate pupil achievements.
8. To ensure all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and presented in an accessible way.