

Fourlanesend Community Primary School

TERMS OF REFERENCE FOR ALL COMMITTEES

Approved 10th December 2015

Title Curriculum/Standards Committee

- Membership** The Committee shall comprise at least 3 Governors plus the Headteacher as an adviser.
- The Committee may have, in addition, such non-voting members as the Governing Body shall appoint.
- The Governing Body may remove or replace a member of this Committee at any time.
- Quorum** The quorum shall be 3 Governors.
- Chair** The Committee shall appoint a Chair at its first meeting held each new academic year.
- Meetings** The Committee shall meet at least once per term or otherwise as required.

Terms of Reference

- To review, monitor and evaluate the curriculum offer
- To recommend for approval to the full governing board the:
 - Self evaluation form
 - School Improvement Plan
 - Targets for school improvement
- To monitor and evaluate rates of progress & standards of achievement by pupils, including any underachieving groups
- To set priorities for improvement and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation
- To develop & 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)
- To monitor & evaluate the effectiveness of leadership & management
- To monitor & evaluate the impact of quality of teaching on rates of pupil progress & standards of achievement
- To monitor & evaluate the impact of continuing professional development on improving staff performance
- To monitor & evaluate provision for all groups of vulnerable children (e.g. looked after children and Pupil premium pupils) and ensure all their needs have been identified and addressed and to evaluate their progress and achievement.
- To ensure that the requirements of children with special needs are met as laid out in the Code of Practice, receive termly reports from the SENCO and SEN governor
- To ensure that the School's offer for SEN pupils is published on the school web site and review this offer every year
- To regularly review and develop the Assessment Policy and ensure that the policy is operating effectively
- To consider recommendations from external reviews of the school (e.g. OFSTED or local school improvement advisers) agree actions and regularly review and evaluate progress towards priorities
- To ensure that all children have equal opportunities
- To advise the resources committee on the funding priorities necessary to deliver the curriculum and achieve the necessary improvements
- To monitor the school's publicity, public presentation and relationships with the wider community
- To identify and celebrate pupil achievements
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator

Title **Resources Committee**

Membership

The Committee shall comprise at least 3 Governors plus the Headteacher as an adviser.

The Committee may have, in addition, such non-voting members as the Governing Body shall appoint.

The Governing Body may remove or replace a member of this Committee at any time.

Quorum

The quorum shall be 3 Governors.

Chair

The Committee shall appoint a Chair at its first meeting held each academic year.

Meetings

The Committee shall meet at least once per term or otherwise as required. The committee meetings will be conducted in 2 parts. The first part will consider matters concerning Finance and premises and the second part will deal with staffing issues. At this second part of the meeting the head will attend as an adviser.

Terms of Reference

FINANCE: Terms of Reference

- To provide guidance and assistance to the head teacher and the Governing Board in all matters relating to budgeting and Finance.
- In consultation with the head teacher, draft any budget plans for the financial year and to recommend them to the governing board for approval.
- To prepare and review financial policy statements, including consideration of long term planning and resources, for approval of the Governing Board.
- To receive monthly financial reports from the head teacher and monitor income and expenditure against budgeted plans. Report termly to the governing board, drawing attention to significant anomalies from the anticipated position.
- To review the level of Delegation to the head teacher for the day to day financial management of the school budget by means of annually reviewing the Scheme of Delegation and recommend the scheme to the full governing board for approval.
- Regularly review ordering and payment systems as found in the Schools Financial regulations and Scheme of Delegation.
- To ensure that all financial transactions are conducted in accordance with good practice as directed by the County Council.
- To make appropriate enquiries about any matter that could have significant financial implications for the school to satisfy themselves that all arrangements are appropriate.
- To make recommendations to the governing board regarding decisions due to be taken by the governing board that have financial implications to ensure economy, efficiency and effectiveness of resources in order to achieve best value for financial transactions.
- To assess different expenditure proposals put forward and recommend priorities to the governing board.
- In consultation with the headteacher, agree any transfer of funds between budget areas from £5,000 to £15,000. Amounts above £15,000 to be approved by the governing board. As per the Scheme of Delegation.
- In consultation with the headteacher, and in accordance with the School's Financial regulations and procedures, to approve contracts to be entered into up to the value of £2,000 whether for goods, services or works
- To recommend to the governing board the school's charges and remission policy and expenses policy, and to keep those under annual review.
- To monitor all voluntary funds kept on behalf of the governing board in accordance with the constitutions and management arrangements of the funds.
- To ensure that the school fund and other voluntary funds are properly audited annually and that a certificate of audit is presented to the Governing Board.
- To receive and respond to any audit reports from the Local Authority's auditors.
- To keep an up to date register that lists for each member of the governing board, the headteacher and any member of school staff with budget management responsibility, any business interests held by them or any

- member of their immediate family.
- To approve the writing off of irrecoverable debts up to £500 and the disposal of surplus and damaged equipment as per the Scheme of Delegation
- To ensure that the financial implications of staffing decisions are explicitly identified, understood and budgeted for by the governing board. For example, the appointment of new staff, re-grading and pay increments to existing staff.
- To review, complete and submit the School Financial Value Standard and undertake any remedial action identified as part of SFVS
- To approve and set up a governor expenses scheme

PREMISES

- To provide support and guidance for the head and governing board on all matters relating to school premises, grounds, security and health and safety.
- Prepare a statement of the priorities for maintenance, redecoration and improvements within the constraints of the budget allocated for this.
- To approve tenders and arrangements for the above mentioned items.
- To oversee the preparation of tenders and implementation of building and grounds maintenance.
- To ensure an annual inspection of the premises and grounds takes place and a report is received identifying any issues which are prioritised and forwarded to the full governing board for approval.
- To arrange professional surveys & emergency work as necessary. The head can take immediate action to avoid further damage. In this event the head would consult with the chair of the committee at the earliest opportunity.
- To receive reports from the health & safety and risk assessment governor to ensure the school complies with regulations.
- Agree level of maintenance service the school will buy from service providers.
- To approve an Asset Management Plan, Development plan and Accessibility Plan for the school.
- To review the lettings and hiring policy to the governing board and annually review fees.

HEALTH AND SAFETY

- To carry out the governing board's responsibilities in relation to Health & Safety, including recommending a draft Health and Safety policy statement to the governing board and providing regular reports to the governing board on the monitoring of health and safety.
- Monitor to ensure that suitable risk assessments have been prepared and action taken to minimise risk.
- To carry out the governing board's responsibilities in relation to the security of school premises and equipment.
- To approve off-site visits and activities of more than 24 hours or which involve a hazardous pursuit or journey by air or sea and to ensure that the school follow out the procedures as laid down in the Local Authority's Off-Site Activities guidelines.

STAFFING/PERSONNEL

This part of the committee will work in consultation with the head teacher to provide guidance to the governing board on priorities and issues relating to staffing, pupils and community relations at the school.

Membership: the committee shall comprise of at least 3 governors. The committee may have in addition, such non voting members as the Governing Board shall appoint. The head teacher will be an adviser to this committee. Members of this committee cannot sit upon the Personnel Appeals Committee. Governors who have a pecuniary interest must not sit on the committee. Teacher governors are not precluded from being part of a committee which discusses the pay policy and its implementation, nor need they be precluded from reviewing the pay of staff other than themselves. They must not take part in discussions in which they have a direct or indirect pecuniary interest.

Quorum: The Governing Board regulations require that a quorum of 3 governors when deciding the size of the committee.

Responsibilities of the Personnel Committee:

- To work within the parameters of the whole school Policy and review the policy annually.
- To ensure that the pay policy is applied in a fair, non-discriminatory, equitable and transparent manner whilst having due regard to confidentiality.
- To ensure that the pay policy meets the School's needs for recruitment, retention and development of staff.
- To determine the appointment salaries for all staff
- To achieve fair and consistent pay relativity between jobs in duties and responsibilities, whether temporary or permanent.
- To consider the outcomes of the head teacher's performance management including the appraisal statement from the 2/3 appointed governors who undertake the process in order to make recommendations to the full governing board.
- To carry out an annual review of the School's staffing structure and pay
- To ensure salary statements are issued to all teaching staff following the review of their performance.
- To develop, review and oversee the implementation of the governing board's personnel policies,.
- To oversee the appointment of all members of staff on administration and teaching assistant level and above to ensure the school is staffed sufficiently for the effective operation of the school.
- To ensure that safer recruitment procedures are adhered to during the selection process.
- To draft on behalf of the governing board and review annually, the school performance management policy for all staff.
- To receive and agree recommendations from the headteacher relating to the pay of all members of staff, including that of headteacher and deputy headteacher, in line with legal requirements.
- To review the training strategy for teachers, support staff and Governors and ensure it is aligned to the School Improvement Plan and to ensure adequate budgets are in place.
- To approve applications for early retirement, secondment and leave of absence not covered by local agreements.
- To draft and review, in consultation with the headteacher and staff, a policy on absence management for the approval of the governing board.
- To annually review procedures for dealing with staff discipline & grievances and make recommendations to the full governing board.

ACTIVITY	TERM
Reviewing annually, the school's policies on Staff Consultation, Staff Discipline and Grievance, Redundancy, Staff Pay, Performance Management, Pupil Behaviour, Homework, Parental Complaints, Pastoral Care and Pupil Welfare and making recommendations to the governing board	Autumn
Approving the Pupil Discipline policy prepared by the headteacher and recommending adoption by the governing board	Autumn
Considering progress on personnel-related aspects of the school improvement plan and post OFSTED action plan, including staffing structure	Autumn
Liaising with the headteacher and finance committee over staffing needs and budget implications for the next academic year, including implications of pay awards, and making recommendations to the governing board	Spring
Considering progress against the school improvement plan and the post OFSTED action plan	Spring
Contributing as required to the new school prospectus	Summer
Undertaking self review for the year to assess whether priorities have been achieved; making recommendations to the governing board on committee membership, terms of reference, delegated powers and new year priorities	Summer
Contributing as necessary to the new School Profile	As required
Reviewing the staffing structure whenever a vacancy occurs and at LAst annually, in relation to the needs of the school and the delivery of the school improvement plan	As required
Consulting with the headteacher on the involvement of governors in all staff appointments, and making recommendations to the governing board	As required
Working with the headteacher, as agreed above, through the process of appointing staff	As required
Working with the headteacher to produce a publicity and marketing policy for the	As required

ACTIVITY	TERM
governing board's approval, oversee and monitor its implementation	

Disqualification from membership of the committee

Any individual 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.

The governing board may choose to extend committee membership and voting rights to an associate member subject to the following restrictions. These rights must be assigned to the associate member at the time of their appointment, and must be recorded in the minutes of the full governing board meeting.

- An associate member may **not** be the chair or vice chair of the committee
- Associate members may **only** vote in committee if they are in the minority ie: if there are more governors on the committee at the time of the vote than associate members.
- Associate members may **not** in any circumstances vote on issues relating to the budget and financial commitments of the governing board.
- The committee **may** choose to exclude an associate member from any part of its meeting when the business under consideration concerns a member of staff.

Title **Headteacher's Performance Management Review Committee**

Membership The Committee shall comprise 2 or 3 Governors plus an independent external adviser.

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 set targets.
- To make recommendations to the Resources Finance/Personnel Committee in respect of awards for the successful meeting of targets set.

Headteacher's Performance Management Appeal

Constitution: Two nominated Governors, if he/she are not involved in the review procedure, will hear any appeal from the Headteacher.

Terms of Reference An appeal will be made in writing to the Governor responsible for hearing the Headteacher's appeal, stating the basis of the appeal and will be made within 20 days of receipt of the notification of the decision.

Title

Personnel Panel

Membership

The Committee shall comprise 3 Governors who are not disqualified by having an interest requiring them to withdraw or have not taken part in the proceedings of the Staff Dismissal Committee. There shall be 2 Governors in reserve.

The Governing Body may remove or replace a member of this Committee at any time.

The Secretary for Education or his representative may attend any meeting in an advisory capacity only.

The Headteacher, if he/she has been involved in any part of the proceedings previously, may be required to attend in an advisory capacity or to present information to the Committee.

Quorum

The quorum shall be 3 Governors.

Chair

A Chair shall be elected whenever the Committee is required to hold a meeting.

Meetings

The Committee shall meet as required.

The Secretary for Education or his representative shall be informed and consulted whenever it is necessary to convene a meeting.

Terms of reference:

- 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 including Grievance and Capability Procedures (*unless delegated to the Headteacher*).
- To make any determination or decision under the Governing Body's General Complaints Procedure for Parents and others.

Title

Appeals Panel

Membership

The Committee shall comprise 3 Governors who are not disqualified by having an interest requiring them to withdraw or have not taken part in the proceedings of the Dismissal Committee. There shall be 2 Governors in reserve.

The Governing Body may remove or replace a member of this Committee at any time.

The Secretary for Education or his representative may attend any meeting in an advisory capacity only.

The Headteacher, if he/she has been involved in any part of the proceedings previously, may be required to attend in an advisory capacity or to present information to the Committee.

Quorum

The quorum shall be 3 Governors but must be at least as many Governors as attended the Dismissal Committee meeting against which the appeal is to be heard.

Chair

A Chair shall be elected whenever the Committee is required to hold a meeting.

Meetings

The Committee shall meet as required.

The Secretary for Education or his representative shall be informed and consulted whenever it is necessary to convene a meeting.

Terms of Reference

- To consider and to decide on any appeal by a member of staff against the decision of the Dismissal Committee in accordance with the school's personnel procedures or against the decision of the Dismissal Committee in accordance with the school's Whole School Pay Policy.
- The decision of the Dismissal Appeal Committee will be final.

Title **Pupil Discipline Committee**

Membership

The Committee shall comprise 3 Governors who are not disqualified by having an interest requiring them to withdraw. There shall be 2 Governors in reserve.

The Headteacher may not serve as a member of the Pupil Discipline Committee.

The Governing Body may remove or replace a member of this Committee at any time.

The Secretary for Education or his representative may attend any meeting in an advisory capacity.

The Headteacher may be required to attend in an advisory capacity or to present information to the Committee.

Quorum

The quorum shall be 3 Governors.

Chair

A Chair shall be elected whenever the Committee is required to hold a meeting.

Meetings

The Committee shall meet as required.

The Secretary for Education or his representative shall be informed and consulted whenever it is necessary to convene a meeting.

Terms of Reference

- To consider and to make any decisions about matters brought before the Committee relating to a fixed term exclusion (at parent/guardian request) or permanent exclusion of a pupil, according to County's recommended procedures.
- To hear representation from parents or guardians of the pupil(s) excluded.
- All procedures will be in accordance with those recommended by the Local Authority and with the school's current Pupil Behaviour Policy.

Title **Pay Appeals Committee**

Membership

The Committee shall comprise at least 3 Governors (it is recommended that the Chair and the Headteacher do not sit on this committee or any staff / teacher governors).

The Governing Body may remove or replace a member of this Committee at any time.

Quorum

The quorum shall be 3 Governors.

Chair

The Committee shall appoint a Chair at its first meeting held each new academic year.

Meetings

The Committee shall meet as required.

Terms of Reference

The main responsibility of the committee is to deal with appeals relating to pay and salary grading.

- to achieve the aims of the whole school pay policy in a fair and equal manner;
- to apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review;
- to observe all statutory and contractual obligations;
- to minute clearly the reasons for all decisions (which are confidential to this committee);
- to prepare a summary report for presentation to the governing body on an annual basis;
- and report the fact of these decisions to the next meeting of the full governing body
- Pay appeals decisions are final