

HARBERTONFORD PRIMARY SCHOOL COMMITTEE TERMS OF REFERENCE

1. BACKGROUND

Harbertonford C of E (VA) Primary School (**the School**) is a voluntary Aided school. The School's governing body is The Totnes Federation of Village Schools (**the Governing Body**). In addition to the Governing Body, the School has formed a School Committee for the purposes set out in these Terms of reference.

It is envisaged that the role of the School Committee will evolve as the Federation evolves, therefore these Terms of Reference will be amended from time to time as the need arises.

2. Membership of the School Committee

Person	Appointment and length of appointment
Head of School / Executive Headteacher	When in post
Foundation Governor appointed to the Governing Body	When in post
Parent Governor appointed to the Governing Body	When in post
Staff representative	Elected by all staff for a term of 1 year
Pre-school representative	A member of the pre-school committee appointed by the Chair of that Committee
1 Class Parent representative from each of the 3 classes (3 representatives in total)*	Elected by other parents in the relevant class for a term of 1 year.
Chair of PTFA	When in post
Community representative	Appointed by the Head of School / Executive Headteacher for a term of 1 year
Up to 3 additional members	Co-opted by current members of the School Committee for a specific project or for a term of 1 year

*The Class Parent Representative must have a child in the class they are elected to represent.

There is no limit on the number of terms a member of the School Committee may be re-appointed, re-elected or co-opted for.

3. Meetings of the School Committee

The School Committee will meet at least six times in each school year.

School Committee meetings will not be open to the public but minutes will be available.

The Committee Chair should be appointed at the beginning of each school year.

In the absence of the Chair, the School Committee shall choose an acting Chair for that meeting from among their number.

Minutes of the meeting will be taken and draft minutes of each meeting will be circulated with the agenda for the next meeting.

4. Role of the School Committee

Key aims

The School Committee will support and provide feedback to the Head of School or Executive Headteacher in all aspects of school life to help achieve the School's aims:

To promote a love of learning within a safe and happy school in which every person matters. Christian values and spirituality are at the heart of all aspects of school life.

The School Committee will have a key communication role to perform ensuring that information is shared back to the Governing Body, the Community, parents, the Church, other interested parties and vice versa.

Governing Body

The School Committee will be kept informed of issues dealt with by the Governing Body (excluding any issues that are subject to confidentiality) and will support the School in implementing any decisions made by the Governing Body.

Pre-school

The School Committee will serve as the liaison committee between the School and the Pre-school.

Premises and Health and Safety

Whilst responsibility for Health and Safety lies with the Head of School, Executive Headteacher and the Governing Body, the School Committee will:

- provide support and guidance for the Governing Body and the Head of School on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety
- inspect the premises and grounds annually in order to prepare a list of priorities for maintenance and development
- advise the Governing Body on the relative funding priorities necessary for security, maintenance, repairs and redecoration
- establish and keep under review an Accessibility Plan

Special Education Needs

Whilst responsibility for Special Educational Needs lies with the Head of School and the Governing Body, the School Committee will support the Head of School in dealing with local policies.

Christian Ethos

The School Committee will ensure that the Christian distinctiveness of the School will be upheld by:

- overseeing collective worship;
- outcomes from any SIAS inspection

The School Committee will help the School implement its statement of ethos:

Recognising its historic foundation, the School will preserve and develop the religious character of the school in accordance with the principles and practice of the Church of England and in partnership with the Church in the parish and the diocese.

The School aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.

Equality and Diversity

Whilst responsibility for Equality and Diversity lies with the Head of School, Executive Head and the Governing Body, the School Committee will support the Head of School in dealing with local policies including the completion of the annual audit of the Pupil Equality Policy.

Local School Policies

The School Committee will assist in the preparation and implementation of local School policies such as the travel plan. Other The School Committee will:

- contribute to the preparation of the School prospectus and School profile
- receive Head of School and Executive Head reports
- provide a forum for debate and discussion on matters relevant to the future development of the School
- identify new and existing directions for the School
- strengthen and develop the School's engagement with the Community and parents
- contribute to PR as relevant
- undertake and complete tasks related to school improvement
- contribute to the School Improvement Plan

5. What the School Committee is not

The School Committee has not had any responsibility delegated to it from the Governing Body and it is **not**:

- a decision making body

The School Committee does not carry any responsibility or deal with:

- Finance
- Individual staff or pupil issues

6. School Committee Visits

Personal observations made on school visits are a major source of information and the School will welcome members of the School Committee into school for this purpose. Guidelines on and checklists for such visits should follow those in the Governor's visiting policy.