



SHIRLEY COMMUNITY PRIMARY SCHOOL AND PRE-SCHOOL

GOVERNING BODY COMMITTEE TERMS OF REFERENCE

RESOURCES COMMITTEE

The Terms of Reference will be agreed annually by the Full Governing Body and are subject to the School Governance (Procedures) (England) Regulations 2003 and Cambridge County Council Financial Regulations for Schools.

Membership of the Committee will be no fewer than five Governors. This number includes the Headteacher.

The quorum for each meeting shall be three Governors. Associate Members do not count towards this quorum.

The committee is to meet termly (three times per year) and otherwise as required, using the Terms of Reference as a guide to agenda setting.

The Committee is to report to each meeting of the Full Governing Body.

The Committee Clerk will be responsible for arranging meetings, taking and distributing the minutes (together with other relevant papers). The agenda will be distributed seven days in advance of the meeting.

The Committee has delegated power to make its own decisions on behalf of and without referral to, the Full Governing Body, except where the subject matter requires Full Governing Body consideration by law or in accordance with the requirement for Full Governing Body approval as detailed in the Terms of Reference below.

The Full Governing Body will elect a Chair and Vice-chair to this Committee at its first meeting of the academic year.

Although decisions may be delegated, the Full Governing Body remains responsible for any decision made under delegation.

TERMS OF REFERENCE

Finance

- In consultation with the Headteacher to agree an annual budget that delivers the priorities identified through school self-evaluation and set out in the School Development Plan (SDP), for approval by the Full Governing Body.
- To agree effective procedures for monitoring the budget, to consider appropriate reports for the purposes of monitoring, to report the outcomes of monitoring together with an evaluation of the use of resources and value for money to the Full Governing Body and make any appropriate recommendations.
- To agree, monitor and ensure the publication of Pupil Premium funding to raise pupil attainment.
- To agree and monitor medium and long term financial plans for the school, reflecting school priorities, including staffing plans and plans relating to the maintenance and development of premises.
- To ensure the completion, monitoring and evaluation of the Schools Financial Value Standard thus ensuring compliance with statutory responsibilities
- To ensure the school operates within the Financial Regulations of the Local Authority and to agree financial procedures and controls, including audit, and to monitor their implementation in the school.
- To monitor expenditure of all voluntary funds kept on behalf of the Full Governing Body.
- To review annually charges, remissions policies and expenses policies.
- To delegate to the Headteacher the day to day financial management of the school and authorise the Headteacher to make non-budgeted expenditure decisions up to the sum of £5,000. In the event of an unforeseen emergency, the Headteacher may exceed this limit but must inform Governors as soon as reasonably practicable.
- To monitor the business development of the Shirley Centre for use by the community.

Site and Premises

- To monitor and evaluate the use, development and security of the school site and premises, the Shirley Centre, and any shared areas.
- To monitor and evaluate the annual maintenance programme.
- To agree a health and safety policy that complies with legislation and to ensure that appropriate checks and assessments are carried out and prioritised for necessary action.
- To make decisions in respect of service agreements.
- To advise the Full Governing Body on priorities, including health and safety, for the maintenance and development of the school's premises so they provide a good learning environment to deliver the priorities in the SDP.

Staffing

- To approve and monitor the staffing structure and costs, taking into full account recommendations from the Headteacher, so it is effective in delivering the priorities in the SDP and improve the learning of all pupils.
- To keep under review the equality scheme and all related practices in particular in relation to staff recruitment, retention and development and to report annually to the Full Governing Body.
- To ensure the school's HR policies are up to date with changes in legislation and as recommended by the school's HR provider (currently EPM).
- To commission and consider the results from the Staff Wellbeing Survey.
- To ensure the effective implementation of both the appraisal procedures and the school's Pay Policy.
- To delegate to the Headteacher all matters relating to the day to day selection, management, supervision and dismissal of all staff employed at the school.
- To keep under review staff work life balance, working conditions and well-being, including the monitoring of absence.

General

- To review and approve policies identified within the school's policy review and delegated approval programme.
- To establish and monitor time-limited working groups to undertake specific responsibilities within the Committee's business and report outcomes to the Committee or the Full Governing Body.
- As and when required, to consider delivery, impact and progress relating to aspects of the Self Evaluation Form (SEF) and the SDP that have been allocated to the Committee.
- To consider recommendations from external reviews of the school, for example, audit, Ofsted inspection or Local Authority review; to agree the actions needed to address any issues identified through external review; and to monitor and evaluate regularly the implementation of any plan agreed.
- To consider working in partnership with other schools and groups.
- To set priorities for evaluating the impact of improvement plans which relate to the Committee's area of operation

STANDARDS COMMITTEE

The Terms of Reference will be agreed annually by the Full Governing Body and are subject to the School Governance (Procedures) (England) Regulations 2013.

Membership of the Committee will be no fewer than five Governors. This number includes the Headteacher.

The quorum for each meeting shall be three Governors.

The Committee is to meet termly (three times per year) and otherwise as required, using the Terms of Reference as a guide to agenda setting.

The Committee is to report to each meeting of the Full Governing Body.

The Committee Clerk will be responsible for arranging meetings, taking and distributing the minutes (together with other relevant papers).

The agenda will be distributed seven days in advance of the meeting.

The Committee has delegated power to make its own decisions on behalf of, and without referral to, the Full Governing Body, except where the subject matter requires Full Governing Body consideration by law or in accordance with the requirement for Full Governing Body approval as detailed in the Terms of Reference below.

The Full Governing Body will elect a Chair and Vice Chair to this Committee at its first meeting of the academic year.

Although decisions may be delegated, the Full Governing Body remains responsible for any decision made under delegation.

TERMS OF REFERENCE

- To ensure the School Development Plan (SDP) is focussed on appropriate priorities for improving overall pupil standards including children's learning and attainment.
- To consider termly reports on a specified schedule of school data and agree targets which will be reported to a subsequent Full Governing Body meeting.
- To ensure that the curriculum is balanced and broadly based to meet the needs of all pupils and is compliant with statutory requirements.
- To agree annual attendance targets and monitor progress towards achieving these.
- To identify and celebrate pupil achievements.
- To identify where additional resources are required, for recommendation to the Resources Committee.
- To monitor and evaluate:
 - the rate of progress and standards of achievement of all pupils including any underachieving groups.
 - the impact of quality of teaching on rate of pupil progress and standards of achievement.
 - the effectiveness of provision for children with special educational needs and high achieving pupils.
 - the effectiveness of leadership and management.
 - the impact of continuing professional development on improving staff performance and standards of achievement.
 - the quality of the curriculum in securing high standards of attainment and progress.
 - the impact of any actions or interventions taken, to address differential standards of achievement or rates of progress, within different groups of pupils.
 - the governing body's statutory duties with regard to children with SEND are met.
 - the school's success in promoting inclusion.
 - the impact of the school's Behaviour Policy.
 - the school's safeguarding and child protection arrangements.
 - positive home-school relationships to the benefit of pupils, parents and staff.

and to agree recommendations for improvements, or to refer any particular aspects to the Full Governing Body.

General

- To review and approve policies identified within the school's policy review and delegated approval programme.
- To establish and monitor time-limited working groups ('Lead Groups'). The Lead Groups will undertake specific responsibilities within the Committee's business and report outcomes to the Committee or the Governing Body.
- As and when required, to consider delivery, impact and progress relating to aspects of the Self Evaluation Form (SEF) and the SDP that have been allocated to the Committee
- To consider recommendations from external reviews of the school, for example, audit, Ofsted inspection or Local Authority review; to agree the actions needed to address any issues identified through external review; and to monitor and evaluate regularly the implementation of any plan agreed.
- To consider working in partnership with others schools and groups.
- To set priorities for improvement and monitoring and evaluating the impact of improvement plans which relate to the Committee's area of operation.

Appendix 1

Ad hoc Committees

- The Full Governing Body will establish ad-hoc Committees for hearing matters regarding e.g. Staff Dismissal (if Headteacher has prior involvement); Appeal Panels for pupil and staff matters; Discipline; Grievance (and other matters that may need a Governor Committee).
- The Clerk will draw three names for each Committee if and when required from the Governing Body membership, subject to Governors' impartiality and availability
- Salary review is delegated to the Resources Committee.

Approved by the Full Governing Body on 7 October 2021

Signature of the Chair of the Full Governing Body