

College Road Primary School

Governing Body and Committee Terms of Reference

The Governing Body needs to take a strategic role, act as a critical friend to the school and be accountable for its decisions. It should set aims and objectives and review, agree and monitor policies, targets and priorities. Governing Body meetings will be open to the public with minutes available except for Part II minutes. In the event of a tied vote the Chair or Acting Chair/Vice Chair will have a second or casting vote.

The Governing Body will:

- Hold at least 3 meetings per year
- Appoint or remove the Clerk
- Elect a Chair and Vice Chair
- Advise all parents of any parent governor vacancies, all staff of staff governor vacancies and appoint co-opted governors
- Annually adopt the SEF
- Set dates of meetings for the year ahead
- Set term dates for the academic years including the selection of occasional days
- Receive Head teacher reports
- Review and monitor examination/national test results
- Review the level of exclusions
- Monitor attendance of pupils/staff/governors
- Review, adopt and monitor a Freedom of Information publication scheme
- Agree Curriculum plans
- Set pupil performance targets
- If required, consider the suspension of a governor
- Provide induction for new governors
- Encourage governors to visit school and to review, adopt and monitor a governors' visit policy and feedback procedure
- Review, adopt and monitor the procedures for dealing with complaints from parents/carers
- To approve the Finance Policy at F&P committee
- Review, approve and monitor the School Improvement Plan
- Annually elect governors for the following responsibilities:-
 - Literacy, Numeracy, Equality, SEN, Looked After Children, Child Protection and Health and Safety
- Ensure at least 3 governors are appointed and trained to complete the Head teacher's Performance Management
- Maintain and update annually a file of pecuniary interest declarations
- Review, adopt and monitor a governors' expenses policy and curriculum policy
- Review annually the delegation of functions and committee structure
- Organise support and training for governors

Committee Terms of Reference

Membership

- Not less than four governors appointed by the governing body plus any Associate members appointed by the governing body to the committee.
- The committee may make recommendations to the governing body for co-option of non-governor members.

- The Committee Chair should be appointed at the beginning of each school year by the governing body or by the committee and shall not be a member of staff at the school or an Associate member or a non-governor member.
- The Chair of Governors can be an ex-officio member of each committee and may attend each committee meeting.
- The Head teacher may attend meetings of each committee but may not vote unless s/he has chosen to be a governor.

Disqualification

Any member of staff other than the Head teacher, when the subject for consideration is the pay, performance or discipline of any other member of staff. The Headteacher or any governor, may not attend when he/she is the subject under discussion or there is a perceived conflict of interest.

Quorum

Three governors who are appointed members of the committee.

Meetings

- At least three times in each school year prior to ordinary full Governing Body meetings.
- Committee meetings will not be open to the public but minutes are available except for Part II Minutes.
- In the absence of the Chair, the committee shall choose an acting Chair for that meeting from among their number.
- In the event of a tied vote the Chair or acting chair shall have a second or casting vote.
- It is advisable that each committee shall be clerked by the Clerk to Governors. In the absence of the clerk the committee shall choose a Clerk for that meeting from among their number.
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary 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).

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 Plan.
- Although primary responsibilities for policies concerning Health and Safety, Inclusion, and Child Protection, are delegated to specific committees, all committees should consider relevant aspects of these.

Specific Terms of Reference

LEARNING AND ENVIRONMENT COMMITTEE

- To review, adopt and monitor an overall curriculum policy.
- In collaboration with staff, to provide information about how the curriculum is taught, evaluated and resourced.
- To review, adopt and monitor policies for Collective Worship and Sex Education.
- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice.

- To monitor and review the information about school performance and report according to statutory requirements.
- To review, adopt and monitor policies concerning inclusion, equality, drugs education, pupil behaviour and discipline, and child protection, and to monitor their implementation.
- To advise the Finance and Personnel committee on the relative funding priorities necessary to deliver the curriculum.
- To oversee the arrangements for educational visits including the appointment of a named Co-ordinator.
- To prepare and publish the school prospectus and school profile.
- To provide support and guidance for the governing body and the Headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To inspect the premises and grounds annually and to review the Asset Management Plan in order to prepare a list of priorities for maintenance and development.
- To advise the Finance committee on the relative funding priorities necessary for security, maintenance, repairs and redecoration, and to approve the costs and arrangements within the budget allocation.

The Headteacher 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 would normally be expected to consult the Committee Chair at the earliest opportunity.

- To oversee the preparation and implementation of contracts.
- 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.
- To prepare and agree a lettings and charges policy and to monitor its implementation.
- To establish and keep under review an Accessibility Plan.
- To ensure any necessary liaison with the LA regarding premises issues.
- To review, adopt and monitor a Health and Safety policy.
- In consultation with the Head teacher and the Finance Committee to oversee any premises related funding bid.

FINANCE AND PERSONNEL COMMITTEE

- In consultation with the Headteacher, to determine the staffing structure of the school.
- To oversee the appointment procedure for all staff.
- To review, adopt and monitor a policy statement on staff consultation and to undertake any formal consultations.
- In consultation with staff, to oversee any process leading to staff reductions.
- To review, adopt and monitor the procedures for dealing with staff discipline and grievances and ensure that staff are informed of these.
- To act as "first committee" for formal disciplinary or complaints hearings.
- To review, adopt and monitor a Pay Policy.
- To review, adopt and monitor a Performance Management policy, and to determine the membership of the Headteacher Performance Management Group. Membership of the Headteacher Performance Management Group need not be drawn from this committee, but the committee should seek to

ensure that Headteacher Performance Management Group members have received appropriate training.

- To consider recommendations on staff salaries made by the Headteacher or the Headteacher Performance Management Group and to make appropriate recommendations to the Finance Committee.
- To review, adopt and monitor the Equal Opportunities Policy
- In consultation with the Headteacher to draft, adopt, review and monitor an annual budget taking account of the agreed priorities of the School Improvement Plan.
- To review income and expenditure throughout the year and to advise the governing body of any significant anomalies from the anticipated position.
- To establish a three year budget plan.
- To ensure that the school operates within the scheme for financing schools and the LAs constitution (Financial Regulation contract standing orders).
- To review, adopt and monitor a Finance Policy.
- To review, adopt and monitor a Charging Policy.
- To agree the level of delegation of the Headteacher for the day-to-day financial management of the school.
- Subject to the Finance Policy to approve any virement that will from time to time be necessary in response to the evolving requirements of the school.
- To monitor the income and expenditure of all public funds, to receive and, where appropriate, respond to any audit reports of these.
- To review the audit of all non-public funds.
- To appoint an auditor for the school funds.
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher or the Performance Management Group.
- To make decisions in respect of service level agreements (PCC,PLP etc)
- To annually complete and review the schools financial value standard.
- To annually review Governors' competencies in regards to continued professional development.
- To keep under review staff work/life balance, working conditions and well being including the monitoring of absence.

Date reviewed and adopted:....Autumn 2018.....

Date of next review:.....Autumn 2019.....

Signature of Chair of Governors:J Warwick