



# Committee Terms of Reference for Governors

**Date Implemented:** September 2016

**Date Last Reviewed:** 1 September 2018

**Date Governing Body Approved:**

**Review Period:** Annually

**Staff Responsibility:** Stephen Houlton-Allen

**Date for Next Review:** 1 September 2019

## General

This document outlines the key roles, responsibilities of the Governing Body. It is not meant to be exhaustive in its content, rather giving a summary of all the main topics. For more detailed information, please refer to [The Governors Handbook 2017 \(DfE\)](#), [The School Inspection Handbook, July 2018 \(OFSTED\)](#).

According to the Dept. of Education there are three key responsibilities of the Governing Body:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Executive Head/Head of School to account for the educational performance of the school and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the school and making sure its money is well spent.

## Membership

The Chair of Governors and the Executive Head will be *ex officio* members of all committees except the Pupil Discipline, Staff Grievance, and Appeals committees.

All committees are required by the regulations to have a chair and a clerk appointed by the Governing Body. The membership of committees will be determined at the first meeting of the Governing Body in the autumn term. Any vacancies arising after this point will be filled at the next governors' meeting.

The committee will elect a chair from among the members of the committee. In the absence of the chair at a meeting the committee will elect any member to act as chairman for that meeting. 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 Executive Head/Head of School is entitled to attend all committee meetings.

Committees may invite non-governors to attend but in a non-voting capacity.

## Quorums

For committee meetings, the quorum is a **minimum of three** governors who are members of the committee.

Only Governors and appointed Associate Members can vote. No vote may be taken at any meeting where Associate Members outnumber Governors.

## **Meetings**

All committees will meet at least once a term and at other times as they see fit. 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). Any decisions taken 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.

The minutes of each meeting will record the date and time of the meeting, attendees, approved and unapproved absences, any decisions or recommendations and the reasons for them, and any action points, including who is responsible and when the action is to be completed. Any recommendations must be written in such a way as to offer the Governing Body a clear proposal or options to debate and decide upon.

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.

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 Executive Head/Head of School).

## **Terms of reference for the Full Governing Body Committee**

### **Financial policy and planning**

- To monitor review a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, Executive Head, Head of School and other nominated staff.
- To review, adopt and monitor all additional financial policies, including a charging and remissions policy.
- To establish and maintain a three-year financial plan, taking into the account priorities of the School Improvement Plan, roll projection and signals from central government and the LA regarding future years' budgets, within the constraints of available information.
- To draft and propose an annual school budget taking into account the priorities of the School Improvement Plan.
- To make decisions in respect of service level agreements.
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy as recommended by the Executive Head and Head of School for approval by the Governing Board.

## **Financial monitoring**

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- To receive at least termly budget monitoring reports from the Executive Head/Head of School.
- To meet with other committees and provide them with the information they need to perform their duties.
- 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.
- To review, complete and submit the School Financial Value Standard (SFVS).
- To undertake any remedial action identified as part of the SFVS.
- To receive and act upon any issues identified by a Local Authority audit.

## **Financial Pay**

- To annually review, update and agree the School's Pay Policy and Performance management/Appraisal Procedures. (In agreement with the staff body).
- To annually review and update the relevant paperwork and recorded evidence of the Pay Related Appraisal process.
- To arrange to meet with the external adviser to discuss the Executive Head's performance targets.
- To decide, with the support of the external adviser, whether the targets have been met and to set net targets annually.
- To monitor through the year, the performance of the Executive Head against the targets and to conduct and complete the performance management program.
- To monitor the process and review the evidence of staff performance management reviews with the Executive Head and relevant Line Managers.
- To ensure staff are formally given, on an annual basis, their pay review statements and progression related to the performance management program.
- To receive on a termly basis, evidence of staff progress (or otherwise) towards achieving objectives including lesson observation, pupil progress, work scrutiny records and teachers' standards relevant to career stage expectations.
- To meet and discuss pay awards in the light of performance management reviews and in line with guidance contained within the Green Book and School Teachers Pay and Conditions Documentation.
- To ratify recommended pay awards.

## **Staffing**

- To ensure that staffing procedures (including recruitment procedures) follow current equalities legislation.
- To annually review procedures for dealing with staff discipline and grievances and to discuss and agree any recommendations.

- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- To discuss and agree staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
- In consultation with staff, to oversee any process leading to staff reductions.
- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.
- To establish and oversee the operation of the school's Appraisal Policy – including the arrangements and operation of the school's appraisal procedures for the Executive Head.
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.

### **Premises**

- To discuss all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To ensure that an annual inspection of the premises and grounds is undertaken and a report is received identifying any issues.
- To identify the order of priorities for maintenance and development.
- To arrange professional surveys and emergency work as necessary.
  - *The Executive Head 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 Executive Head would normally be expected to consult the committee chair at the earliest opportunity.*
- To create a project committee where necessary to oversee any major developments.
- To establish and keep under review an Accessibility Plan and a Building Development Plan
- Monitor the plan for major improvements to the school premises and grounds and oversee the preparation and implementation of contracts on an ongoing basis.
- Approve the costs and arrangements for repairs, maintenance and redecoration on an ongoing basis.
- Inspect the premises and grounds, at least annually, and report on any action required.
- Ensure that there is evidence of risk management.

### **Terms of reference for the Curriculum Committee**

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

## **Curriculum planning and delivery**

- To review, monitor and evaluate the curriculum offer.
- To recommend for approval to the full Governing Body the:
  - Self-evaluation form
  - School Improvement Plan
  - Targets for school improvement to the Governing Body
- 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).
- 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 of School and an annual report from the SEN Governor.

## **Assessment and improvement**

- To monitor and evaluate the effectiveness of leadership and management
- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement
- To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups.
- To monitor and evaluate the impact of continuing professional development on improving staff performance.
- To set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
- 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.
- To regularly review and develop the Assessment Policy and to 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 as a result of reviews and evaluate regularly the implementation of the plan.

- To ensure that all children have equal opportunities.
- To advise the Governing Body on the relative funding priorities necessary to deliver the curriculum.

### **Engagement**

- To monitor the school's publicity, public presentation and relationships with the wider community.
- To identify and celebrate pupil achievements
- 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 oversee arrangements for educational visits, including the appointment of a named co-ordinator.

Liaise with the and seek advice from the Local Authority as appropriate.