

Governing Body and Committee Terms of Reference

Date	Review Date	Endorsed by	Approved by	Link Governor
Dec 2015	Dec 2016	Resources Committee	Governing Body	Steven Lock

The Governing Body will take a strategic leadership role making sure that every child receives the best possible education by:

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

Governing Body meetings will be open to the public with Minutes available except for Part II business. 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 6 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 to appoint co-opted governors;
- Set dates of meetings for the year ahead;
- Note term dates for the academic year and the TAD days;
- Receive Head teacher reports;
- Review and monitor attainment and national test results;
- Review the level of exclusions;
- Monitor attendance of pupils/staff/governors;
- Review, adopt and monitor Statutory and other School Policies;
- 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;
- Review, approve and monitor the School Improvement Plan;
- Elect Link Governors for specific curriculum areas including: Literacy, Numeracy, Equality, SEN, Safeguarding and Child Protection and Health and Safety;
- Ensure at least 3 governors are appointed and trained to complete the Headteacher's Performance Management;
- Maintain and update annually a file of pecuniary interest declarations;
- Review, adopt and monitor a governors' expenses policy;
- Review annually the delegation of functions and committee structure;
- Organise support and training for governors

COMMITTEE TERMS OF REFERENCE

Membership

The Committee will comprise up to 7 governors and where appropriate associate members to provide specific expertise and or skills.

Quorum

The quorum for meetings of the Committee is 3 governors. The meeting will not take place unless the Headteacher or her representative is present.

Meetings

The Committee will meet at least once a term, in advance of the main governing body meeting, with additional meetings as necessary.

Responsibilities

All committees have the following responsibilities:

- To receive reports from members of staff about matters relating to any of the issues listed in their terms of reference.
- To contribute to, monitor and evaluate relevant parts of the school development plan and the policies allocated to them, reporting or making recommendations to the full governing body.
- To consider recommendations from relevant external reviews for example audit, Ofsted or local authority review, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full governing body.
- To consider the views of students when making strategic decisions that will impact on them
- To consider the impact on equality, referencing the protected characteristics, when making recommendations and when reviewing/drafting policies. To take appropriate action on any other relevant matter referred by the governing body.

The Resources Committee

- Will have oversight of finance, staffing and premises;
- Ensure that the school operates within the financial regulations of the local authority and complies with any DfE and SFVS requirements, responding to any issues arising from the audit of the school's accounts or SFVS review and ensuring value for money;
- Keep under review the scheme of delegation in financial matters including the level of delegation to the Headteacher for the day-to-day financial management of the school and present to the governing body any recommendations for change;
- Prepare and present to the governing body for ratification an annual budget reflecting priorities in the School Improvement Plan;
- Monitor the budget (and any other devolved funds) and ensure a termly report to the governing body with an evaluation of the use of resources and any appropriate recommendations;
- Monitor and evaluate staffing policies and procedures, ensuring that all principles of good and fair employment practice are adhered to, that staff and trade unions are consulted and legal requirements fulfilled;
- Agree the staffing establishment and structure (teaching and non-teaching) at least annually in relation to the budget and the school development plan;
- Recommend to the governing body the procedure for filling vacancies and making staff appointments below the Leadership Group;
- Ensure that the school complies with the General Equality Duty in relation to staff;
- Ensure the school complies with all requirements in relation to safer recruitment;
- Monitor and evaluate the impact of the budget for continuing professional development;

- Draw up medium and long term plans relating to the repair, maintenance and development of premises and recommend action to the governing body;
- Agree the lettings and charges policy for the use of school premises;
- Monitor and evaluate health and safety and emergency procedures ensuring that necessary checks and risk assessments are carried out and action points are implemented.

The Chair of Committees form the Pay and Review Sub Committee which will:

- Ensure a review of the whole school pay policy to take account of local and national developments and make appropriate recommendations to the governing body;
- Ensure an annual review of teachers' salaries in line with current arrangements in the School Teachers' Pay and Conditions Document**;
- Ensure an annual review of support staff salaries in line with current arrangements in the NJC for local government or other appropriate bodies;
- Consider the recommendation of the Headteacher's performance review group in relation to whether to award the head an annual increment ***;

**Anyone employed to work at the school other than the Headteacher must withdraw from this item

***Anyone employed to work at the school including the Headteacher must withdraw from this item

**** Committee to be clerked

The Curriculum and Achievement Committee

- Will hold no more than 6 Committee Meetings per academic year;
- Will oversee pupil achievement, ensuring the school provides a high quality learning experience and delivers a broad and balanced curriculum in keeping with the school's aims, all pupil needs and legal requirements;
- Will monitor and evaluate relevant issues in the SIP (School Improvement Plan) notably:
 - How the school deals with its statutory obligations in relation to the National Curriculum;
 - The performance of different groups, subjects and key stages making relevant comparisons to local and national data and analysing trends;
 - The SEN policy, monitoring provision and ensuring that the school fulfils its responsibilities for pupils with special educational needs and with disabilities;
 - Provision for, progress and attainment of vulnerable groups e.g. looked after children, young carers, and the effectiveness of any intervention strategies;
 - The quality of teaching and learning;
 - Provision and policies for sex and relationships education, religious education and collective worship and make recommendations to the governing body as necessary;
 - The range and impact of extra-curricular activities on pupil learning;

The Children, Families and Community Committee

- Will monitor and evaluate key issues in the SIF notably:
 - The school's contribution to pupil well-being, including the extent to which pupils feel safe, adopt healthy lifestyles and contribute to the school and wider community;
 - Child protection and safeguarding policies and procedures and the Prevent Agenda;
 - The policy on behaviour and associated policies e.g. anti-bullying, and the impact on exclusions in the school;
 - Attendance patterns and trends;
 - The views of pupils and how these are taken into account;
 - The policies and provision relating to home/school links and community cohesion;
 - The effectiveness of partnerships with other schools, external agencies and the community including business, to improve the school, extend the curriculum and increase the range and quality of learning experiences for pupils;
 - The engagement of parents with the school, parental views and how these are taken into account and consider ways in which home-school links can be further developed, making

- appropriate recommendations;
- The effectiveness of communications with parents including statutory requirements such as the complaints policy, home-school agreement plus non statutory approaches such as the website.
 - Community links and community use of the school, monitoring and evaluating the school's contribution to promoting community cohesion.
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This Governing Body and Committee Terms of Reference was reviewed and endorsed by the Full Governing Body of The Devonshire Hill Nursery and Primary School on Wednesday 9th December 2015.