**Terms of reference of all committees (including the full governing body)**

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| **COMMITTEE NAME:** Full Governing Body | **CHAIR: Miss Mary Nicholls** |
| MEMBERSHIP:  | **VICE-CHAIR: Mr. John Carr** |
| **CLERK: Ms. Bartley/ Ms Edminson** |
| QUORUM: 50% of current membership |
| **Autumn Term*** To appoint (or remove) the Chair and Vice Chair
* To regulate the Governing Body procedures (where not set out in law)
* To consider whether or not to exercise delegation of functions to individuals or committees and to record in the GB decision planner
* To review the establishment, terms of reference and membership of committees including selection panels
* To set up a register of Governor’s Business and Family Interests

**Spring Term*** To review and agree the school’s strategic risk assessment
* To review school safeguarding procedures

**Summer Term*** To determine the strategic direction of the school
* To review the performance of the Governing Body
* To approve SEF sections updated throughout the year
* To ratify the formal budget plan (or approve if not delegated)
* To adopt the financial regulations of the LA

**Ongoing work*** To monitor and evaluate the performance of the school receiving reports from the Head Teacher
* To delegate items to the appropriate committee
* To receive reports and ratify recommendations from committees or from individual governors
* To consider business tabled by the LA
* To appoint community governors as appropriate
* To investigate financial irregularities (Head suspected)
* To agree selection panel for Head Teacher and Deputy Head appointment
* To suspend or end suspension of Head
* To draw up the instrument of government and any amendments thereafter
* To appoint or dismiss the Clerk to the Governors
* To hold a governing body meeting at least once a term
* To appoint and remove community governors
* To decide to offer additional activities and to what form these should take
* To cease providing extended school provision
* To publish proposal to change category of school
* To consider forming a federation or joining an existing federation
* To consider requests from other schools to join the federation
* To leave a federation
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| **COMMITTEE NAME:** Curriculum and Performance | **CHAIR: Mr. John Carr** |
| MEMBERSHIP: Working group of governors and staff.  | **VICE-CHAIR:** |
| **CLERK: from the committee** |
| QUORUM:50% no less than 3 members |
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| **Autumn Term**1. To consider and approve admissions arrangements
2. To consider and review policy and practice in:
	* Behaviour and discipline
	* Homework
	* Curriculum matters
	* Equal Opportunities
	* RE and collective worship
	* Special Educational Needs
	* Able and Talented Children
	* Sex and Relationship Education
	* Child Protection

 3.To set and publish targets for pupil attainment4.To receive the SEN provision map and SENCO reports**Summer Term**5.To assist in the development of the School Development Plan**Ongoing**6.To ensure National Curriculum (NC) taught to all pupils and to consider any disapplication for pupil(s) 7.To monitor and review pupil and school performance8.To monitor and review School Development Plan9.To contribute to school self-evaluation by reviewing termly SEF sections10.Receive monitoring and inspection reports from LA, HMI or OFSTED11.To monitor and review any action plan any arising from monitoring and inspection by LEA, HMI or OFSTED12.To agree or reject and monitor curriculum policy13.To adopt and review home-school agreements14.To discharge duties in respect of pupils with special needs by appointing a “responsible person” in community, voluntary and Foundation Schools |

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| **COMMITTEE NAME:** Staffing/Resources/ Finance | **CHAIR: Miss Mary Nicholls** |
| MEMBERSHIP:  | **VICE-CHAIR:** |
| **CLERK: from the committee** |
| QUORUM: 50% No less than 3 members |

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| **Autumn Term**1. To approve and set up an Expenses scheme
2. To review (1) performance objectives and pay for all staff (2) pay for Head (1. Appointed governors; 2 HT pay review group) )
3. To agree and review pay policy
4. To consider pay discretion’s (the head should not advise on his/her own pay)
5. To conduct a self evaluation of governor and staff financial competencies
6. To review annually the Performance Management policy

 **Spring Term**1. To review delegated spending limits.
2. To review charging and remissions policy
3. To conduct a self- assessment exercise leading to a statement of internal control
4. To produce a best value statement
5. To consider expenditure of this school against other financial benchmark schools
6. Review and amend the financial procedures manual
7. To determine the staff complement
8. To review and approve the staff structure

 **Summer Term**1. To approve the first formal budget plan each financial year
2. To consider outturn statement.
3. To consider SLAs in line with other committees

 **Ongoing/ Occasional**1. To approve budget in light of budget changes throughout the year
2. To enter into contracts (above set financial limit) Seeking appropriate advice from other committees
3. To receive information on grants and income.
4. To monitor monthly expenditure (delegated to H.T.)
5. To monitor expenditure termly
6. To consider and determine response to any financial matters including consultation on changes to funding formula
7. To investigate irregularities (other suspected)
8. To conduct agreed arrangements for recruitment and selection
	1. Appointment of other teachers -
	2. Appoint non-teaching staff -
9. To conduct agreed procedures for capability, discipline, grievance, attendance and welfare issues
10. To conduct dismissal procedures
11. To suspend or dismiss the headteacher
12. To consider, adopt or adapt LA advice on procedures and practice
13. To approve leave of absence for Headteacher
14. To receive reports and monitor status of any staffing issues
15. To consider requests for reduction in hours and early retirement (with finance)
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| **COMMITTEE NAME:** Premises/Community | **CHAIR: Mrs Susan Lishman**  |
| MEMBERSHIP:  | **VICE-CHAIR:** |
| **CLERK: from the committee** |
| QUORUM: 50% No less than 3 members |
| **Autumn Term**1. To ensure annual health and safety inspection is conducted.

**Spring Term**1. To develop appropriate strategy (including budgeting for repairs etc) and Asset Management Plans
2. Procuring and maintaining buildings, including developing properly funded maintenance plan
3. To seek advice from LEA re Buildings insurance
4. To monitor effectiveness of services provided through these SLAs and contracts

**Summer Term**.1. To consider SLAs and contracts for premises related work (cleaning, grounds maintenance and routine maintenance and inspections).

 **Ongoing work**1. To receive any health and safety reports
2. To ensure health and safety issues are met
3. To receive reports on condition of buildings and school environment.
4. To agree maintenance work to be done
5. To consider tenders for work
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| **COMMITTEE NAME:** Pupil Discipline, Appeals & Complaints | **CHAIR: From full Governing Body** |
| MEMBERSHIP: To be established on an ad hoc basis and not include any governors involved in the original decision and be a minimum of 3 governors. To consider* Any salary review appeals
* Any appeals against decisions of the Headteacher’s salary review appeal
 | **VICE-CHAIR:** |
| **CLERK: Mrs Marshall** |
| QUORUM: Minimum of 3 governors |
| The overall remit is to conduct formal hearings according to agreed procedures in relation to:* Appeals against exclusion
* Appeals in disciplinary and grievance matters
* Curriculum matters
* Complaints

**Autumn Term**1. To establish and review a discipline policy
2. To establish and review a complaints policy
3. To ensure staff awareness of the whistle blowing policy of the school

 **Ongoing**1. To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (Can be delegated to chair/vice-chair in cases of urgency)
2. To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency
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**Appendix 5 Protocol for governing body involvement**