



BENTLEY NEW VILLAGE PRIMARY SCHOOL GOVERNING BODY

TERMS OF REFERENCE

Feb 2017





RESOURCES COMMITTEE

(Safeguarding/Health & Safety/Premises/Finance/Human Resources)

The Resources Committee will oversee the school's finances ensuring that the school operates within the financial regulations of the Local Authority and any DfE and SVFS requirements.

The Resources Committee will oversee safeguarding requirements and ensure that all children in our school are safe, protected and have a voice.

The Resources Committee will ensure that the premises are fit for purpose and provide a safe and stimulating learning environment.

The Resources Committee will oversee relevant policies, including staffing policies and procedures so as to ensure fair employment practise and that legal requirements are fulfilled

Membership:

The Committee shall consist of not less than **three** governors and the Headteacher (or her representative)

The Committee shall have such co-opted non-voting members as the governing body sees fit to appoint

The Committee may make recommendations for these appointments

Responsibility and Power:

The committee shall have the responsibility, and power, to review, make recommendations and approve policies related to safeguarding, health and safety, premises, finance and human resources

The committee shall have the responsibility, and power, to make recommendations and decisions relating to teacher pay, Governors' allowances, charges and remissions

Members:

Sharon Golze (VCoG/Chair of Sub-Cm'tee), Sophie Temple (Vice-Chair of Sub-Cm'tee)Kirsten McKechnie (HT), Gail Fox (clerk), Margaret Eyre, Claire Milburn

Commitment:

Governors will attend at least $\frac{3}{4}$ of the total annual meeting allocation (this is both sub-committees and full governing body meeting)

Apologies must be given **before** the day of the meeting either by email, phone call or in writing

Failure to give apologies on two consecutive occasions may result in the Governor being asked to step down/resign

All Governors will adhere to the Governor's Code of Conduct

Chair: Sharon Golze

Vice Chair: Sophie Temple

Minuted by: Gail Fox

Meetings: The committee shall meet up to 6 times a year (other times, as required, will be given with due notice of at least 7 days)

Quorum The quorum shall be three governors. The committee shall not meet without the Headteacher or his/her representative being present.





SAFEGUARDING

The sub-committee will:

- Annually review, make recommendations and approve the safeguarding policy with instructions for the approved policy to be shared through the Headteacher's Report
- Take part in the annual safeguarding audit (1/2 day per academic year) and share findings with the sub-committee and the full Governing Body (the named safeguarding Governor, and one additional Governor: Jane Evison)
- Make recommendations based on the annual audit

FINANCE

The sub-committee will:

- Keep under review the school's financial management policy and scheme of delegation in financial matters, including the level of delegation to the Headteacher for day-to-day financial management of the school and present the Governing Body with any recommendations for change; including internal control
- Approve the budget, ensuring the budget reflects the school's priorities outlined in the School Development Plan
- Monitor the budget and ensure the Governing Body receives twice annual reports, with an evaluation of the use of resources and any appropriate recommendations
- Monitor virements to the school budget and any other variations to the original budget; agree appropriate actions to address the issues raised by the need for virement; and report to the full Governing Body
- Undertake an annual review of all expenditure with a view to achieving 'best value' in respect of the use of the delegated budget allocation, in line with the DfE schools procurement resource (website DfE)
- Undertake an annual review of all sources of income received by the school including balance and expenditure of the school fund; to consider the income received against the estimated budget expenditure
- Establish that there is an annual audit of all funds held by the school and the Governing Body and receive a report relating to this





- Agree upon the degree of financial delegation to the Headteacher and the virement/budget changes up to the predetermined limit; approve ordering and payments in excess of £7000
- To review, make recommendations and approve the policy for Teachers Pay

PREMISES, HEALTH AND SAFETY

The sub-committee will:

- Receive, consider and make recommendations on the annual Premises Report, Health and Safety Report, and Emergency and Procedures Report, Accessibility, Disability and Equality Scheme
- Consider compliance monitoring for council buildings which sets out the responsibilities for employers and duty holders; including the management of asbestos

STAFFING AND HUMAN RESOURCES

The sub-committee will:

- Receive and consider the staffing structure, annually, in relation to the school budget and the school's development plan (SDP); keep under review and ensure staff consultations and information sharing of appropriate staffing policies and procedures including: grievance, discipline, redundancy, capability, performance management, sickness absence whistle blowing, and pay & conditions
- Present to the Governing Body the annual pay budget bearing in mind the need to ensure the availability of resources to support any discretionary decisions
- Ensure and ask questions about teacher/SLT work-life balance and ensure that staff are supported to achieve this
- Ensure the school complies with: General & Specific Equalities duties, Safer Recruitment practises and safeguarding procedures and any issues referred by the Headteacher which may fall outside of schemes or policies.
- Agree that the Headteacher has delegated authority to appoint all supply teachers, support staff, clerical staff, ancillary staff, HLTAs and temporary teachers
- Ensure the Headteacher's performance review is carried out annually with the support of the LA/STeP





- Join recruitment panels as and when required and agree to a minimum of one Governor involved in the appointment of permanent teaching staff or Senior Leaders (not Headteacher post).

Headteacher appointments: Special arrangements apply for the appointment of Headteachers as specified in the school's Articles of Government, the Education Reform Act 1988 and the 1991 amendment the 1989 Regulations. 25. A Selection panel must be established, which should normally consist of at three governors, which in turn is subject to ratification by the LEA (Schedule 3 1988 ERA). The Education Officer has the right to attend

Other Staff Governors may be involved in interviews as (in a non-voting capacity) at the insistence of the sub-committee and/or full Governing Body





CURRICULUM & STANDARDS COMMITTEE

(Standards of Attainment and Achievement/Curriculum/Inclusion/SSEF & SDP/Teaching and Learning)

The Curriculum and Standards Committee will monitor the standards achieved by ALL pupils and strive to help them achieve more

The Curriculum and Standards Committee will monitor and school's success in promoting Inclusion and inclusive learning

The Curriculum and Standards Committee will ensure that the School Development Plan (SDP) is focused and appropriate to the priorities of the school, the community and to raise standards for ALL pupils.

The Curriculum and Standards Committee will monitor the quality of teaching and learning, consider the CPD put in place and ensure that training results in an improved profile and to raise the standards for ALL

The Curriculum and Standards Committee will monitor target setting across the school and the school's success in achieving them.

Membership: The Committee shall consist of not less than **three** governors and the Headteacher (or her representative)
The Committee shall have such co-opted non-voting members as the governing body sees fit to appoint
The Committee may make recommendations for these appointments

Responsibility and Power:
The committee shall have the responsibility, and power, to review, make recommendations and approve policies related to the curriculum, teaching and learning, inclusion and SEND
The committee shall have the responsibility, and power, to review and approve the Behaviour policy including pupil exclusions (permanent)

Members: **Margaret Eyre (CoG/Chair of Sub-Cm'tee), Karen Temple (Vice-Chair of Sub-Cm'tee) Kirsten McKechnie (HT), Gail Fox (clerk), Sharon Golze, Phil Wright, Michelle Willett,**

Commitment: Governors will attend at least $\frac{3}{4}$ of the total annual meeting allocation (this is both sub-committees and full governing body meeting)
Apologies must be given **before** the day of the meeting either by email, phone call or in writing
Failure to give apologies on two consecutive occasions may result in the Governor being asked to step down/resign
All Governors will adhere to the Governor's Code of Conduct

Chair: Margaret Eyre
Vice Chair: Karen Temple
Minuted by: Gail Fox





Meetings: The committee shall meet up to 6 times a year (other times, as required, will be given with due notice of at least 7 days)

Quorum The quorum shall be three governors. The committee shall not meet without the Headteacher or his/her representative being present.

STANDARDS OF ACHIEVEMENT AND ATTAINMENT

The sub-committee will:

- Monitor pupil attainment, achievement and progress - receiving and considering reports on the analysis of data and assessment; including key groups, vulnerable groups and SEND. Specifically review the progress and achievement, along with the provision for pupils with special educational needs making recommendations for policy changes when appropriate
- Take into account all relevant advice from the STeP, the Local Authority, OfSted and other relevant external bodies
- To ensure the SDP addresses the priorities for raising standards along with recognising the specific needs and idiosyncrasies of the school and the community it serves
- Review, consider and challenge an annual Teaching and Learning profile/report with consideration as to the impact on pupil progress, staff training and raising standards
- Monitor the use of Early Year Pupil Premium, Pupil Premium and Sports Premium funding to ensure that it is targeting the pupils for which it is intended
- Monitor attendance levels, review the attendance policy annually and have an overview of the guidance with regard to exclusion

POLICIES

The sub-committee will:

- Ensure that school policies are received, reviewed and make recommendations on a regular basis to promote improved standards; including policies relating to the curriculum, sex education, assessment, marking and feedback, and teaching and learning





- Receive, review and consider the school's processes and procedures to ensure that pupils are well-behaved and safe; including any recommendations from the Headteacher relating to exclusions (Section 61 of the School Standards and Framework Act 1998)

SCHOOL SELF-REVIEW

The sub-committee will:

- Receive the SSEF and SDP and ensure it reflects the school's needs, aspirations and targets in relation to: pupil achievement, quality of teaching, learning and assessment, behaviour and safety, leadership and management, future development.





THE FIRST COMMITTEE

Membership: Membership shall consist of three non-staff governors **Claire Milburn, Margaret Eyre, Sophie Temple** and the Headteacher if requested. The Director of Children's Services or their representative has the right to attend.

Chair: Margaret Eyre

Vice-Chair: Sophie Temple

Michelle Willett (as reserve)

Minuted by: Gail Fox

Quorum: The quorum shall be three governors.

Meetings: The committee shall meet as requested

Terms of reference

To consider the first stage of the complaints procedure.

This would be the first stage of the Complaints Procedure

Terms of Reference

To consider and to make any initial decisions.

- a) about matters relating to dismissal of staff
- b) staff grievances, in accordance with LA procedure.





THE SECOND COMMITTEE

Membership: Three non-staff *Governors* who have not taken part in the first committee. The Headteacher may attend if requested but has no voting rights. The Education Officer has the right to attend.

Chair: Sharon Golze

Vice Chair: Karen Temple

Michelle Willett, (as reserve)

Minuted by: Gail Fox

Quorum: The quorum shall be three governors.

Meetings: The committee shall meet as required. The LEA shall be informed and consulted whenever it is necessary to convene a meeting.

Terms of Reference:

To consider and decide on any appeals against the decision of the first committee, in accordance with LA procedures.

