

Terms of Reference

CURRICULUM COMMITTEE

Terms of Reference

Membership

- The Curriculum committee shall consist of ten governors including the Headteacher (or his/her representative) and two Associate Governors.
- The committee may appoint such co-opted, non-voting members as agreed by the governing body. These members will serve in an advisory capacity and may include staff nominated by the Headteacher following consultation with the committee
- Other members of the governing body may attend meetings of the Curriculum committee and may contribute to discussions on matters under consideration. Members of the Leadership Team will attend on occasions.
- Only full members of the committee, as approved by the governing body shall have the right to vote on any resolution placed before the committee
- The quorum for meetings will be four governors.

Purpose

- To oversee nature, delivery and implementation of the Curriculum.

Meetings

- The committee shall meet termly, or more frequently as may from time to time be required.
- The committee shall review the dates of future meetings to ensure that a Schedule exists for the academic year
- The Chair of the committee shall be elected annually at the first meeting of the committee each year

- Voting will be by majority of those governors present and voting. The Chair will have the casting vote.

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Advisory

The committee will make recommendations to the governing body about

- the policy and provision for sex education
- the policy and provision for religious education and collective worship
- the statement of general principles for pupil behaviour and discipline
- the timing of school sessions, dates of school terms and holidays
- the Charging and Remissions policy for school activities
- the approval and review of the home-school agreement

Delegated

The committee will act on behalf of the governing body by taking decisions to

- review the effectiveness of the pupil behaviour and discipline policy
- monitor and review the progress of school priorities in respect of the Curriculum in the improvement plan and Ofsted action plan
- agree the annual statutory and non-statutory pupil performance targets and monitor and review progress
- monitor and review pupil attendance
- prepare, in partnership with the Headteacher, for an Ofsted inspection
- approve the curriculum policy for children with special educational needs and monitor its implementation
- prepare information on school performance for the annual governors' report to parents
- approve arrangements for pupils to be released for work experience
- review procedures for parental complaints
- approve off-site visits and activities of more than 24 hours, or which involve a hazardous pursuit or journey by air, sea or Channel Tunnel.

FINANCE PROPERTY and HEALTH and SAFETY COMMITTEE

Terms of Reference

Membership

- The committee shall consist of seven Governors including the Headteacher (or his/her representative), one Associate Governor and the School Finance Manager.
- The committee may appoint such co-opted, non-voting members as agreed by the governing body. These members will serve in an advisory capacity and may include staff nominated by the Headteacher following consultation with the committee
- Other members of the governing body may attend meetings of the finance committee and may contribute to discussions on matters under consideration
- Only full members of the committee, as approved by the governing body shall have the right to vote on any resolution placed before the committee
- The quorum for meetings will be three Governors.

Meetings

- The committee shall meet once a term, or more frequently as may from time to time be required.
- The committee shall review the dates of future meetings to ensure that a Schedule exists for the academic year
- The Chair of the committee shall be elected annually at the first meeting of the committee each year
- Voting will be by majority of those governors present and voting. The chair will have the casting vote.

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Delegated

With reference to the following information is contained in the Financial Administration Manual for details of amounts of money authorised.

- prepare and agree a budget for submission to the LA based on priorities in the school development plan
- notify the approved budget plan to the LA
- agree the level of delegation to the headteacher for the day-to-day financial management of the school
- monitor income and expenditure of all public funds according to an agreed timescale i.e. budget share and any other funds devolved by the LA e.g. The Standards Fund
- approve transfer between budget headings (virement) within agreed limits
- arrange audit of non-LA funds received
- respond to any issues arising from the audit of the school's accounts
- prepare information on income and expenditure for the governors' annual report to parents
- review and approve Lettings Policy and Scale of Charges
- maintain and annually update the Register of Pecuniary Interest
- procedures for governors to claim expenses
- ensure financial regulations are in place and reviewed and approved annually
- monitor Financial Management Standards

Property

The fixed assets of the school, (buildings, grounds, maintenance, etc), to be reviewed annually.

To ensure that responsibility for all aspects of the day to day maintenance of the entire premises, as delegated to the Headteacher, are undertaken.

Look at proposals for new Capital Expenditure within the delegated budget.

Review and approve Lettings Policy

Health & Safety

Establish and regularly review policies and procedures in respect of Health & Safety

- To maintain security, safety and well being of pupils, staff and visitors.
- To review regularly the working environment of the School.

HUMAN RESOURCES COMMITTEE

1) Membership

- a) The Committee shall consist of eight Governors including the Headteacher (or his/her representative) and two Associate Governors.
- b) The committee shall have such co-opted non-voting members as the governing body shall appoint. The committee may make recommendations for these appointments which should include such Staff as the Headteacher shall determine in consultation with colleagues.
- c) Other members of the Governing Body may attend and speak at Meetings of the committee as non-voting members.

2) Quorum

The quorum shall be three Governors.

3) Meetings

The committee shall meet termly or more frequently as may from time to time be required

4) Chairmanship

- a) The Chairman of the Committee shall be elected annually at the first meeting of the Autumn term.
- b) No Governor may serve for more than three consecutive years as Chairman of the committee.

5) Standing Orders

- a) The agenda for the meeting shall be distributed to all governors at least seven days before the meeting.
- b) Minutes will be circulated to all committee members as soon as possible after the meeting.
- c) Where there is an equality of votes the Chair shall have a second and casting vote.

6) Terms of Reference

- a) Draft and recommend for adoption a pay and conditions policy for the school (which is consistent with statutory, national and local legislation and any contractual agreement made between the LA, the Governing Body, the Staff and their unions/professional associations.
- b) Implement the above policy in a fair and equal manner giving due regard to the fact that any decision with a financial implication can only be made subject to the approval of the Governing Body, following advice from the finance committee.
- c) To exercise delegated decision making in the area of Human Resources.
- d) Draft and recommend for adoption a strategic staffing plan and recommend to the finance committee the budget for annual pay.
- e) In partnership with SMT to oversee the implementation of the Performance Management process
- f) Report to the Governing Body on all staff matters which relate to Conditions of service.
- g) Advise the governing Body on all current personnel developments which may affect the school's pay policy or budget.
- h) Determine and monitor the appointments procedure on behalf of the Governing Body.
- i) Set and monitor an in-service training strategy each year to ensure that adequate training is taking place.
- j) Delegate to the Headteacher all matters relating to the day -to -day management and supervision of the staff employment with the school.
- k) Have regard to the responsibilities of the Equality Act.