

WORMLEY C of E PRIMARY SCHOOL (VC)

Have Faith, Show Respect, Take Responsibility and Achieve



Terms of Reference for Committees of the Governing Board

**Policy last reviewed - September 2018
Policy next review - Autumn 2019**

Contents

General	3
Full Board of Governors	4
Resources Committee	5
School Improvement Committee	7
Pay Committee	7
Staff Grievance Committee	8
Staff Discipline Committee	8
Appeals Committee	8
Pupil Discipline Committee	9
Pre-school Management Committee	9

General

A. Membership and Chairing

1. All governors, will be a member of one of the two main sub committees of the Governing Body.
2. The Chair of Governors, Vice Chair of Governors and Headteacher have the right to attend, or may be invited to, any committee meeting. Interested governors may attend any meeting as observers if not otherwise included.
3. All committees will have a clerk appointed by the governing body.
4. The committee will elect a chair and a vice chair from among the members of the committee. In the absence of the chair, the vice chair will act as chairman for that meeting.
5. Committees may invite non-governors to attend, but in a non-voting capacity.

B. Voting and Quorums

1. Only governors can vote in the Full Board of Governors, but appointed Associate Members can also vote in committee meetings. No vote may be taken at any meeting where Associate Members outnumber governors.
2. For all committees, quorum will be a minimum of three governors.
3. Decisions of the board and its committees are made by a majority of the votes of the governors present and voting on the decision in question.
4. The requirement to be present at the meeting means that proxy voting or voting in advance of a meeting is not permitted. However, governors can be present “virtually” eg by telephone.

C. Minutes and Meetings

1. Minutes of meetings will record those present, the date and any decisions, action points or recommendations. Any recommendations must be written in such a way as to offer the governing body a clear proposal or alternatives to debate and decide upon.
2. Minutes will be circulated to all members of the committee and the chairs of other committees as soon as possible after the meeting, and to all governors with the agenda of the next governing body meeting.
3. The committees will meet some weeks in advance of each full governing body meeting and at other times necessary to fulfil their duties.

D. Functions

1. The purpose of committees is to enable the governing body to effectively fulfil its key roles in a time efficient way. Each committee will consider matters as set out in its terms of reference or as requested by the governing body, taking advice as appropriate.
2. Each committee will recommend the powers that should be delegated to it by the governing body. The governing body will modify and approve these

powers as it sees fit and the delegated powers will then form part of the terms of reference for that committee.

3. For committees other than the Resources Committee – any decisions which require a spending commitment over and above agreed budget provision must be referred to the Resources Committee. The chairman should also check before committing expenditure to ensure that there is no change in the financial position.

E. Procedures and Training

1. The membership of the committees will be determined at the first meeting of the governing body in the autumn term. Casual vacancies will be filled at the first available governors' meeting. The terms of reference of the committee will be reviewed annually.
2. The normal procedures and regulations of the governing body also apply to its committees.
3. Members of the committee should take steps to maintain and develop their knowledge and skills, for example by attending appropriate training and meetings.

Full Board of Governors

Membership: All governors

Quorum: 50% of the governing body

The Board will meet every term and is responsible for whole school performance and will ratify all committee decisions. The board will:

1. Ensure focus on the three core strategic functions, namely:
 - Setting a vision and strategic direction for the school
 - Holding the Headteacher to account for the school's educational performance
 - Ensuring financial resources are well spent
2. Set a robust process and framework for setting priorities, creating accountability and monitoring progress. This will include:
 - Review of the development of the School Development Plan and termly updates on achievement
 - Review of Headteacher's termly reports
 - Development and review of the School's Evaluation Form (SEF) and the SIAMS SEF
 - Review of reports from external reviews, e.g. Hertfordshire Improvement Partner visit reports
 - Develop and maintain a Governor Visits policy
 - Scrutinise national data annually, especially Analyse School Performance (ASP)
 - Develop and maintain a scheme of delegation to committees with clear terms of reference and for finance, with clear limits of authority
3. Appoint a Chair and Vice Chair of the board

4. Appoint a Clerk / Clerks to the board and committees
5. Appoint a panel of suitably qualified governors to undertake the Headteacher's performance management
6. Ensure that training is available to support the development of skills and professionalism of governors
7. Review its own effectiveness and develop plans for improvement

Resources Committee

Membership: 50% of governors including Headteacher and at least one parent governor.

Quorum: Three governors.

The sub-committee will meet every term and will report to the full governing body meeting. The committee will:

A. Personnel Matters

1. Review the school's Pay Policy, including criteria relating to the use of discretionary elements for pay provisions and make recommendations.
2. Determine salary levels for individual posts in accordance with the Pay Policy
3. Review the performance management policy and monitor its implementation.
4. Consider matters that will affect the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.
5. Review the staffing structure as necessary and, at least annually, in relation to the School Development Plan.
6. Recommend to the governing body staff selection procedures, ensuring that they conform to safer recruitment practice, and review these procedures as necessary.
7. Undertake any formal consultations on personnel matters.
8. Review staff work life balance, working conditions and well being including the monitoring of absence.
9. Review and recommend for adoption by the governing body procedures for dealing with staff discipline and grievance and ensure that staff is informed of them.
10. If required, and in consultation with staff, draft criteria for redundancy for approval by the governing body.
11. Where necessary, liaise with the LA's HR team.

B. Premises Matters

1. Provide support and guidance for the Headteacher on all matters relating to the school premises and grounds, security and health and safety.
2. Monitor and revise the premises elements of the Accessibility Plan.

3. Inspect the premises and grounds annually and prepare a report on any issues identified and a proposed order of priorities for maintenance and development, for the approval of the governing body.
4. Approve the costs and arrangements for repairs, maintenance and redecoration within the budget allocation and to oversee the preparation and implementation of contracts.
5. Be aware of the respective responsibilities of governing body and LA in relation to premises; and ensure that the LA is informed of any matters for which it has responsibility and monitor such issues in order to ensure that appropriate action is taken.
6. Undertake an annual safety and security audit of the premises and report on same to the governing body; and ensure that the school complies with health and safety regulations.
7. To review or report findings of inspections and audits and liaise with the Headteacher to ensure that action is taken as appropriate
8. Seek advice from the LA as appropriate.
9. Ensure the discharge of governors' responsibilities regarding litter under the Environmental Protection Act 1990.
10. Prepare a lettings and charges policy for the approval of the governing body and monitor and evaluate the implementation of that policy.
11. Consider and make recommendations on risk management and insurance arrangements with regard to vandalism and other premises-related matters.

C. Finance Matters

1. Prepare and review financial policy statements.
2. Provide guidance and assistance to the Headteacher and governing body on financial matters.
3. Ensure that longer-term financial plans have been prepared having regard to roll projection and indications regarding future years' budget levels.
4. In consultation with the Headteacher, consider the school's income and review and approve the first formal budget in the financial year.
5. Monitor spending against budget and to ensure that expenditure remains within the prescribed limits.
6. Monitor expenditure of all voluntary funds held by the school.
7. Authorise the signing of monitoring reports to the LA.
8. Act in accordance with the school's Schedule of Financial Delegation and other requirements of Schools Financial Value Standards (SFVS).
9. Advise the governing body on such matters as
 - the budget needed to run the school in accordance with statutory requirements and that resources are targeted to priorities identified in the School Development Plan
 - ensuring that the governing body's financial policy and actions are in accordance with legislation, other statutory requirements and the LA's financial regulations
 - prioritising on major items of expenditure

- the purchasing of goods and services in the context of Best Value requirements
- generating additional income.

D Other Matters

1. Review and monitor the policy on charging and remissions and the conduct of school journeys and visits and other off-site pupil activity.
2. After consultation with the Headteacher and staff, identify priorities for the School Development Plan and to consider the draft plan for discussion and approval by the governing body. The priorities identified will relate to the areas of responsibility of this committee.
3. Ensure that appropriate action is taken to address findings of inspections and audits.
4. Ensure that all policies delegated to this committee are reviewed in accordance with the governing body's Schedule of Committee Responsibility for Policies and Documents.
5. Review and monitor spend on Pupil Premium Funding and its impact on pupil achievement and progress.

School Improvement Committee

Membership: 50% of the governing body including a staff governor and at least one parent governor

Quorum: Three governors

The sub-committee will meet every term and report to the full governing body meeting. The committee will:

1. Advise the governing body on the school's Curriculum Policy and its statutory obligations regarding the curriculum.
2. With the assistance of staff, monitor and evaluate the delivery of the curriculum.
3. Review, approve and monitor the implementation of policies for curriculum areas, special educational needs and disability, collective worship, equality and diversity and pupil behaviour/discipline.
4. Working with the SEND governor, ensure that the needs of pupils with special educational needs and disability are met.
5. In conjunction with the Headteacher and Chair of Governors, recommend statutory targets for pupil attainment set with the Hertfordshire Improvement Partner to the full governing body.
6. At least annually, receive a report from the Headteacher on the quality of teaching and the standards of pupil achievement, and identify any necessary governing body actions.
7. After consultation with the Headteacher and staff, identify priorities for the School Development Plan and consider the draft plan for discussion and approval by the governing body. The priorities identified will relate to the areas of responsibility of this committee.

8. Monitor progress on implementing the School Development Plan.
9. After consultation with the Headteacher and staff, review the school's policies on pupil welfare, homework and the dress and appearance of pupils and make any recommendations.
10. Ensure that all policies delegated to this committee are reviewed in accordance with the governing body's Schedule of Committee Responsibility for Policies and Documents.

Pay Committee

Membership: All governors, excluding Headteacher and staff governors

Quorum: Three governors

The committee will meet twice a year and will report to the full governing body. The committee will:

1. Monitor the annual pattern of pay progression at each level having regard to:
 - The correlation between pay, quality of teaching and outcomes for pupils
 - The expectation of differentiated pay
 - The need to reward good performance and also to ensure underperformance is dealt with robustly
2. Ratify pay decisions for individual teachers as required by the Pay Policy, taking into account the recommendations contained on Performance Management Review Statements from the Headteacher or the appointed panel of governors, for the Headteacher's pay
3. Deal with Pay appeals

Staff Grievance Committee

Membership: All governors, excluding Headteacher and staff governors

Quorum: Three governors

The committee will meet as required and will:

- 1 Consider matters and make decisions relating to staff grievance in accordance with agreed procedures.

Staff Discipline Committee

Membership: All governors, excluding Headteacher and staff governors

Quorum: Three governors

The committee will meet as required and will:

1. Consider matters and make decisions relating to staff discipline in accordance with agreed procedures

Appeals Committee

Membership: All governors, excluding Headteacher and staff governors

Quorum: Three governors.

The committee will meet as required and will:

1. Hear appeals against decisions of the Staff Grievance Committee about staff grievances, in accordance with agreed procedures.
2. Hear appeals against decisions by the Headteacher in relation to staff discipline and dismissal.
3. Make any determination or decision under the governing body's Complaints Procedure

Pupil Discipline Committee

Membership: All governors, excluding Headteacher and staff governors

Quorum: Three governors.

1. In accordance with statutory requirements to consider the actions of the Headteacher in excluding a pupil; consider representations made by parents/carers; and determine whether the exclusion should be upheld or, where relevant, if the pupil should be reinstated.

Pre-school Management Committee

Membership: Headteacher, Business Manager, one Governor, parents and other community members

Quorum: Three members

The Committee will meet once a term and will report to the full governing body meeting. The Committee will:

1. Manage and oversee Wormley Pre-school in accordance with Pre-school constitution document. The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by offering appropriate play, education and care facilities for all children whatever their race, culture, religion, means or ability.
2. Ensure that it fulfills its obligations within the partnership agreement between Wormley C of E Primary School (VC) and Wormley Pre-school.

3. Comply with the policies of Wormley C of E Primary School (VC), save where there is need for an addendum to reflect the individual circumstances of the pre-school.
4. Where there is oversubscription for places, ensure that admissions are administered in accordance with the agreed pre-school's agreed admissions policy.

Signed and agreed by:

Governor Representative: _____ date _____

SLT Representative: _____ date _____

Policy last reviewed - September 2018

Policy next review - Autumn 2019