

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 - Autumn 2022

Policy next review - Autumn 2023

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 board.
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. GoogleMeet or Teams.

C. Minutes and Meetings

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.

1. The minutes represent a record of governors’ deliberations and decisions, and, as such, may be reviewed by others (eg inspectors or auditors) as a means of determining how governors have undertaken their role in scrutinising matters and reaching decisions. While the minutes need not be a verbatim account of discussions, or necessarily attribute views expressed, or issues raised, to individual governors, if they do not adequately record a sense of the governors’ deliberations and scrutiny of matters considered, then they will not necessarily serve as a record of governors’ input to the management of the school.
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 board meeting and at other times necessary to fulfil their duties.

D. Functions

1. The purpose of committees is to enable the governing board 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 board, taking advice as appropriate.
2. Each committee has powers delegated to it by the governing board. 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 board in the autumn term. Casual vacancies will be filled at the first available governors' meeting. The terms of reference of the committees 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. Governors on the Resources Committee should ensure they are adequately inducted in their responsibilities for the school's financial management, and a formal assessment of the collective competence of the governing body in financial management is maintained (SFVS - Schools Financial Value Standard).

Full Board of Governors

Membership: All governors

Quorum: 50% of the governing board

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 Safeguarding arrangements and provision for children with Special Educational Needs and Disability (SEND)
 - Ensure that the school respects the diversity of our community in all aspects of its work
 - Ensure that the school responds effectively to the Covid-19 pandemic
 - 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, eg 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 four times a year and will report to the full governing board meeting. [The committee has responsibility delegated by the governing board to:](#)

Finance

1. review an annual budget, ensuring resources are allocated in line with the school's strategic priorities and curriculum plans
2. maintain a realistic three-year financial plan, which takes into account the school's vision, known risks and opportunities
3. present an annual budget to the full governing board for approval
4. monitor actual income and expenditure at least once a term against the approved budget
5. benchmark income and expenditure against that of similar schools, considering comparative performance and opportunities to improve efficiency
6. ensure that sufficient funds are allocated for staff pay increments
7. report back to each meeting of the full governing board, alerting them to potential problems and significant variations to the approved budget at the earliest opportunity

8. monitor spending of pupil premium, PE and sport premium (and other relevant premiums); ensuring that funding is spent effectively and is having the intended impact on pupil outcomes
9. review and approve any adjustments to the school's approved budget (subject to the local scheme of delegation)
10. approve expenditure and virements of sums over [INSERT] – sums below this amount are delegated to the headteacher
11. undertake detailed scrutiny and recommend approval of the Schools Financial Value Standard (SFVS) and undertake actions identified as part of the SFVS
12. ensure local authority financial procedures are complied with
13. receive and act upon any issues identified by a local authority audit
14. ensure that the school follows basic procurement rules and achieves best value for money when acquiring goods and services
15. assess the school's insurance cover to ensure that it provides adequate protection against risks

Staffing

16. review the staffing structure of the school annually, ensuring that it meets the requirements the school development plan, the curriculum and is affordable
17. consider applications from staff for variation to contract (such as secondments, early retirement, leave of absence, reduced working hours and flexible working requests)
18. review staff work-life balance, working conditions and wellbeing, including monitoring staff absence rates
19. oversee the operation of the appraisal policy, including making arrangements for the headteacher's performance management
20. ensure that staffing procedures (including recruitment procedures) comply with equality legislation and safer recruitment practice
21. monitor the provision of staff training and CPD, ensuring sufficient budget is allocated

Premises, health and safety

22. ensure that safeguarding policies, procedures and training is effective and complies with the law at all times, having regard to statutory guidance [Keeping Children Safe in Education](#)
23. ensure appropriate risk assessments are carried out and reviewed on a regular basis, particularly in response to changes in equipment or circumstances
24. monitor the completion of actions and recommendations arising from risk assessments
25. review the school's accessibility plan
26. receive an annual health and safety audit report and monitor any arising actions
27. receive a regular report on accident statistics, near misses, incidents of violence or aggression
28. ensure that a process is in place to approve educational visits, ensuring that health and safety planning and risk assessments have been undertaken for them

29. ensure that inspections of the school site, buildings and equipment take place (annually and at appropriate intervals), and a report is received identifying any issues
30. monitor the health and safety training that staff and governors undertake
31. review, adopt and monitor all policies delegated by the board

School Improvement Committee

Membership: 50% of the governing board 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 board meeting. The committee has delegated responsibility by the governing board to:

1. review the curriculum offer, ensuring that [statutory requirements](#) are met
2. ensure that the curriculum offer reflects the school's values
3. ensure that the curriculum meets the needs of **all** pupils regardless of ability, age, sex or ethnicity.
4. ensure that the requirements of pupils with special educational needs and disabilities (SEND) are met, as laid out in the Code of Practice.
5. ensure that the curriculum provides opportunities for pupils to become physically confident in a way which supports their health and fitness.
6. ensure that [required information](#) relating to the school's curriculum (and [careers programme](#) where relevant) is published on the school's website
7. monitor and evaluate the results of pupil's learning in terms of progress and attainment and how well pupils perform in examinations and assessments.
8. evaluate the impact of the curriculum in terms of pupils' preparedness for the next stage of education and employment.
9. monitor and review the progress and attainment of specific groups of pupils including those in receipt of pupil premium funding and pupils with SEND.
10. monitor and evaluate the impact of continuing professional development on the quality of teaching.
11. advise the Resources Committee on the funding priorities necessary to deliver the curriculum.
12. consider recommendations relating to teaching and learning from external reviews of the school (for example, Ofsted or local school improvement advisers), and ensure an appropriate plan is in place to act on any recommendations.
13. review and monitor any policies delegated by the full governing board

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 board. The committee has delegated authority from the governing board to:

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.

The committee will meet as required and will:

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, Assistant Headteacher, a member of the school Finance team, one Governor, parents and other community members

Quorum: Three members

The Committee will meet once a term and will report to the full governing board 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: ___K Trew_____ date __21 November 2022__

SLT Representative: ___T Gaiteri__ _____ date _21 November 2022__

