

## **SIMMS CROSS PRIMARY SCHOOL GOVERNING BODY TERMS OF REFERENCE**

Last reviewed: December 2017

The following will apply to all committees:

### **Membership**

- The governing body will appoint at least three governors to serve on the committee, plus the Headteacher;
- The quorum for each meeting shall be three governors;
- The committee may if appropriate appoint associate members and may accord such members the right to vote. The committee may not appoint members of staff as associate members;
- The committee may in addition invite any person to attend its meetings or proceedings where such a person has knowledge skills and/or experience which would be of assistance to the committee;
- The committee will appoint a clerk who may be a member of the committee.

### **The Duties of the Clerk**

- To arrange meetings of the committee at least once in each term (or three times per year) with additional meetings as required;
- To prepare an agenda for the meeting and keep a note of proceedings;
- To prepare a report on the work of the committee for each governing body meeting;
- To maintain a record of the work of the committee.

### **Training and Development**

- The committee will ensure that its members attend training and development events relevant to its remit to ensure that their knowledge and skills are kept updated and relevant.

### **Delegation**

- The following tasks and duties must be carried out by the full governing body and may not be delegated to a committee:
- Decisions concerning the content, preparation or variation of the Instrument of Government;
- Appointing, co-opting or removing governors;
- Appointing the chairman and vice chairperson and removing the chairperson;
- Suspension of governors;
- Regulating governing body proceedings or proceedings of committees;
- Decisions about delegation to or the setting up, membership, proceedings and review of committees, including selection panels;
- The approval of the annual budget plan;
- Deciding arrangements for collective worship;
- Ensuring that SRE is taught appropriate to the ages and stages of the children;
- Prohibiting political indoctrination and securing balanced treatment of political issues;
- Determining and reviewing policies on charges and remissions; and
- Making arrangements for staff dismissal appeals.
- The governing body delegates to the committee the authority to make decisions on its behalf unless not so authorised in the terms of reference.
- The remaining work of the governing body is organised under the following committees, whose specific terms of reference are outlined below:

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### Curriculum & Ethos Committee

|                             |   |                                      |                         |
|-----------------------------|---|--------------------------------------|-------------------------|
| <b><u>Core Purpose:</u></b> | To deal with matters relating to: <ul style="list-style-type: none"> <li>Standards/data/outcomes for pupils</li> <li>EYFS outcomes</li> <li>Teaching and learning</li> <li>Narrowing the gap / Diminishing difference</li> <li>Leadership and management</li> <li>Target setting Mission and Ethos</li> <li>Engagement with parents</li> <li>Attendance and punctuality</li> <li>Personal development and well being</li> <li>Safeguarding</li> <li>Community cohesion</li> <li>Equalities</li> <li>Admissions</li> </ul> | <b><u>Membership:</u></b>            | 5 Governors             |
|                             |   | <b><u>Quorum:</u></b>                | 3 members               |
|                             |   | <b><u>Frequency of meetings:</u></b> | At least once each term |

The committee will take the lead on:

- Monitoring and evaluating rates of progress and standards of achievement by pupils, including any underachieving groups;
- Ensuring that the curriculum is balanced, broadly based, meets the needs of all pupils and complies with statutory requirements;
- Setting priorities for improvement and monitoring and evaluating the impact of improvement plans which relate to the committee's area of operation ;
- Developing and reviewing policies identified within the school's policy review programme and in accordance with its delegated powers.
- Ensuring the health, safety and well-being of staff and pupils;
- Promoting community cohesion and inclusive practice relating to race, gender and disability equality;
- Overcoming barriers to learning;
- Parental and community liaison;
- Setting priorities for improvement and monitoring and evaluating the impact of improvement plans which relate to the committee's area of operation;
- Developing and reviewing policies identified within the school's policy review programme and in accordance with its delegated powers.

*The committee will accept full delegated responsibility for the discharge of the following duties:*

- The effectiveness of leadership and management;
- The impact of quality of teaching on rates of pupil progress and standards of achievement;
- The impact of continuing professional development on improving staff performance;
- The effectiveness of provision for children with special educational needs;

- The quality of the curriculum in securing high standards of achievement;
- The impact of any actions or interventions taken to address differential standards of achievement or rates of progress within groups of pupils (eg SEND, gender, free school meals, BME, EAL, children in care etc);
- Pupil achievement.
- To agree annual attendance targets and monitor progress towards achieving these;
- To gather the views of stakeholders and report on these, in order that outcomes are effectively used to inform planning;
- To monitor and evaluate:
  - The impact of the school's punctuality, attendance and behaviour policies;
  - The quality of the school's provision for personal development and well-being;
  - The effectiveness of care, guidance and support for learners;
  - The extent to which pupils feel safe;
  - The extent to which pupils adopt healthy lifestyles;
  - The extent to which pupils contribute to the school and wider community;
  - The extent to which pupils develop workplace and other skills that will contribute to their future economic well-being;
  - The extent of pupils' spiritual, moral, social and cultural development;
  - The effectiveness with which the school promotes equal opportunity and tackles discrimination;
  - The effectiveness with which the school promotes community cohesion;
  - The effectiveness of safeguarding policies and procedures and ensure that the school complies with all health and safety and other safeguarding regulations (including child protection and safer recruitment).

*The committee will advise the governing body on the following, which are not delegated:*

- Setting realistic and sufficiently challenging statutory end of key stage targets;
- The school's curriculum statement;
- Approval of school policies on sex and relationships education and religious education

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### Resources Committee

|                             |  |                                      |                         |
|-----------------------------|--|--------------------------------------|-------------------------|
| <b><u>Core Purpose:</u></b> | To deal with matters relating to: <ul style="list-style-type: none"> <li>• Budgets</li> <li>• Financial management</li> <li>• Premises</li> <li>• Staffing</li> <li>• Business management</li> </ul> | <b><u>Membership:</u></b>            | 5 Governors             |
|                             |  | <b><u>Quorum:</u></b>                | 3 members               |
|                             |  | <b><u>Frequency of meetings:</u></b> | At least once each term |

*The Committee will take responsibility for:*

- Monitoring and evaluating the budget allocated to the school to achieve best value;
- ensuring the governing body and the headteacher comply with local authority financial regulations;
- Reviewing staff pay and conditions;
- Agreeing procedures for staff conduct and discipline;
- Setting priorities for improvement and monitoring and evaluating the impact of improvement plans which relate to the committee's area of operation;

- Developing and reviewing policies identified within the school's policy review programme and in accordance with its delegated powers.

*The committee will accept full delegated responsibilities for the discharge of following duties:*

- Preparation and presentation of an annual budget to the full governing body for approval;
- Agree the level of financial delegation to the Headteacher;
- Ensure that the principles of 'best value' are adhered to;
- Review, monitor and evaluate the annual maintenance programme;
- Project manage maintenance, repairs and redecoration within the budget allocation;
- Recommend an appropriate staffing structure to the full governing body for approval;
- Recruit, select and appoint staff;
- Secure the effective implementation of performance management procedures;
- Monitor and evaluate the effectiveness of partnerships in securing improved pupil outcomes.

*The committee will advise the governing body on the following, which are not delegated:*

- Approval of the annual budget;
- Appointment of Headteacher, and Deputy Headteacher;
- Approval of the staffing structure for the school.

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### Appeals Committee

**Core Purpose:**

To deal with any form of appeal against a decision made

**Membership:**

A panel of governors will be selected of equal number to the number of original investigating committee (from governors who have no previous involvement/knowledge of the original case)

**Frequency of meetings:**

As required

The committee will:

- Hear any appeal in accordance with agreed procedures and report their decision to the full governing body.
- Seek advice from the LA.
- Meet as appropriate but within the prescribed procedures.