



# Harby C of E Primary

## Governing Body Terms of Reference

### **Membership**

- The governing body must determine the membership, proceedings and terms of reference of any committee, and must review these annually.
- The membership of a committee may include associate members, provided that a majority of members of the committee are governors.
- Each committee must have a chair and a clerk – the governing body will decide whether to appoint the chair or whether the committee should do this.
- The headteacher cannot be the clerk to a committee, but a governor can. The NGA strongly recommends that it is better practice to have an independent professional clerk.
- Even when not a member, the headteacher is entitled to attend all committee meetings.

### **Quorum**

- Committees are free to determine their own quorum, but as a minimum this must be not less than three governor members of the committee.

### **Meetings**

- Governing bodies are free to determine how often their committees meet – this may be left to the discretion of the individual committees and may depend on the circumstances of the school at any given time. Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher/principal).
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee).
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

### **General Terms**

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To contribute to the School Improvement Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.
- To monitor the school's publicity, public presentation and relationships with the wider community.



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## Governing Body Terms of Reference

### Terms of reference for the Finance and Staffing Committee

#### Membership

- The chair should be elected at the first committee meeting following the Autumn Term Full Governing Body Meeting.
- The Committee should have a minimum of 4 with at least 3 Governors and should include the Chair of the Governing Body (although it is recommended that if possible another Governor should be chair of the committee.)
- The Committee should meet once per term with other meetings or sub-committee meetings as necessary.

#### Financial policy and planning

- To monitor review, and recommend to Governing Board a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, headteacher and other nominated staff.
- To review, adopt and monitor all additional financial policies, including a charging and remissions policy.
- To establish and maintain a three year financial plan, taking into the account priorities of the School Strategic Plan, roll projection and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information.
- To draft and propose to the governing body for adoption an annual school budget taking into account the priorities of the School Strategic Plan.
- To make decisions in respect of service level agreements.
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy as recommended by the headteacher and resources committee for approval by the Governing Board.
- To review and maintain the risk management register.
- To have an oversight and monitor the unofficial school funds.
- To be responsible for arrangement of financial auditing matters.

#### Financial monitoring

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- To receive at least termly budget monitoring reports from the headteacher.
- To report back to each meeting of the full governing body and to alert them of potential problems or significant anomalies at an early date.
- To meet with other committees and provide them with the information they need to perform their duties.
- To review and monitor the unofficial school funds.
- Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
- Local authority maintained schools:
  - To review, complete and submit the School Financial Value Standard (SFVS).
  - To undertake any remedial action identified as part of the SFVS.
  - To receive and act upon any issues identified by a local authority audit.



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## Governing Body Terms of Reference

### **Staffing**

- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.
- To establish and oversee the operation of the school's Appraisal Policy – including the arrangements and operation of the school's appraisal procedures for the Headteacher.
- To establish a Pay Policy for all categories of staff.
- To be responsible for the administration monitor and review of the Pay Policy.
- To ensure that staffing procedures (including recruitment procedures) follow current equalities legislation.
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the governing body for approval.
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- To recommend to the governing body staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
- In consultation with staff, to oversee any process leading to staff reductions.
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.



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## Governing Body Terms of Reference

### Terms of reference for the Health, Safety and Safeguarding Committee

#### Membership

- The chair should be elected at the first committee meeting following the Autumn Term Full Governing Body Meeting.
- The Committee should have a minimum of 3 including at least 2 Governors.
- The Committee should meet once per term with other meetings or sub-committee meetings as necessary.

#### Specific Terms

- To provide support and guidance for the governing body and the headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
- To inform the governing body of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing body.
- *The headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the headteacher would normally be expected to consult the committee chair at the earliest opportunity.*
- To create a project committee where necessary to oversee any major developments.
- To establish and keep under review an Accessibility Plan and a Building Development Plan
- To review, adopt and monitor a Health and Safety policy.
- To ensure that the governing body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator.



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## Governing Body Terms of Reference

### Terms of reference for the Pupil and Curriculum Committee

#### Membership

- The chair should be elected at the first committee meeting following the Autumn Term Full Governing Body Meeting.
- The Committee should have a minimum of 5 including at least 3 Governors.
- The Committee will meet at least once every term. It can agree to meet more frequently if this is agreed to be necessary or to form sub-committees to meet as required.

#### Specific Terms

- To review, monitor and evaluate the curriculum offer.
- To recommend for approval to the full governing body the:
  - Elements of self-evaluation form relevant to curriculum
  - Targets for school improvement to the governing body
- To set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
- To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. sex education and pupil behaviour/discipline).
- To monitor and evaluate the effectiveness of leadership and management
- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement
- To monitor and evaluate the impact of continuing professional development in facilitating opportunities for improving teaching and learning for pupils
- To monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.
- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the head teacher/SENCO and an annual report from the SEN Governor.
- To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively.
- To consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan.
- To ensure that all children have equal opportunities as detailed in the inclusivity and equality statement.
- To advise the finance committee on the relative funding priorities necessary to deliver the curriculum.
- To identify and celebrate pupil achievements