

**Holt House and Carterknowle Schools Federation  
Terms of Reference of Governing Body Committees  
Oct 2016**

**Membership, Chairing and quorum for committees**

**Membership**

- a) Not less than four governors including the Headteacher.
- b) The committee shall co-opt such non-governor members as deemed appropriate and shall determine their voting rights.
- c) The majority of the members of the committee must be governors.
- d) The Chair of the committee will be determined by the full governing body

**Quorum**

The quorum should be three or more who are members of the committee.

**Voting**

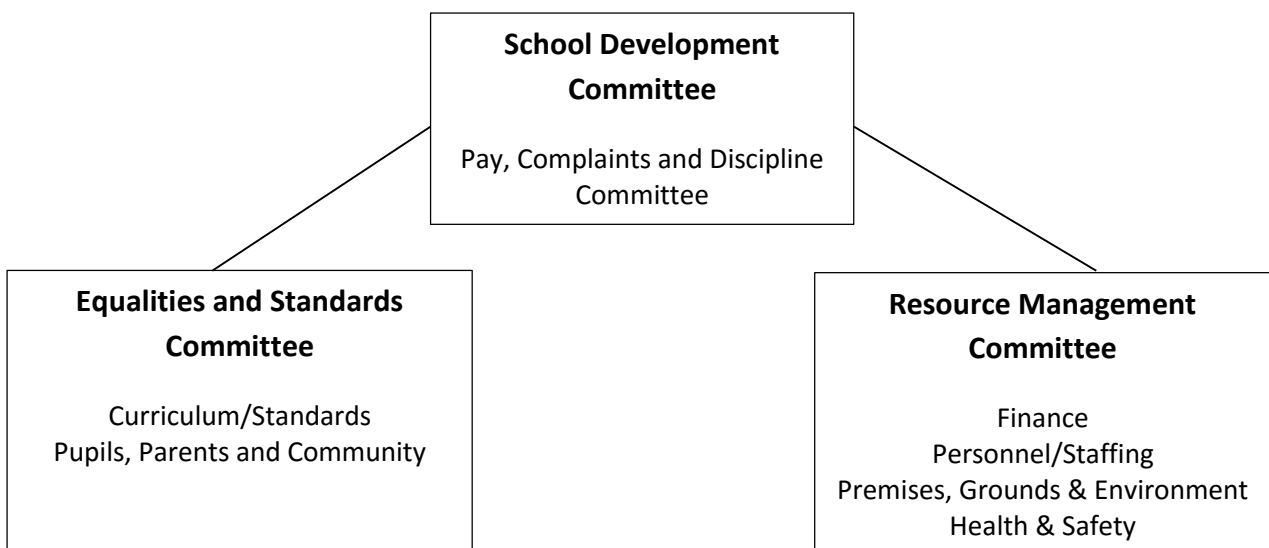
In the event of a vote the majority of those present must be governors. All governors are welcome to attend any committee meeting but associate governors must be a member of the committee to have voting rights.

**Meetings**

The committee shall meet at least once per term and otherwise as required.

This guidance assumes throughout that the Headteacher is a governor.

**Structure**



## School Development Committee

This group plays a key role in managing the business and ensuring that committee work is co-ordinated.

### Membership

Chairperson, Committee Chairs, Headteacher, Vice Chair (if different from committee chairs)

### Terms of Reference

1. Organise Timetable of Meetings for the year ahead.
2. Consider the termly draft agenda provided by the Clerk/Clerking Service and amend to meet the needs of the governing body
3. Plan business to be conducted by Committees including agreement on standing items
4. Support Committee Chairs in organising their respective Committees and in practical chairing skills.
5. Identify the need for nominated Governors (e.g. SEN/Safeguarding Governor) and support them in their role.
6. Allocate responsibility for Governors' action in respect to consultation processes, legislative requirements or issues arising in school as required
7. Make arrangements for individual Governor involvement in e.g. school events
8. Draft a Governors' Development Plan, including:
  - Overview of monitoring/evaluation *including arrangements for the effective monitoring of Safeguarding Policy and procedures*
  - Monitoring & evaluation and review of policies (rolling programme);
  - Oversight of governing body involvement in School Self Evaluation and the School Improvement Planning process *including the governing body's relationship with External Advisers.*
  - Oversight of the strategic development of Extended Services
  - Oversight of Risk Management
  - To monitor and contribute to local area developments through collaborative working with other governing bodies and the Community Assembly, ensuring appropriate linkages with the School Improvement Plan
9. To agree the school development plan and the targets for pupil attainment which are included in it.
10. To approve the Annual Budget Spending Plan, ensuring it is consistent with and supports the School Improvement/Development Plan.
11. To review annually the staffing structure and workforce development plan.

12. Ensure that new governing body members receive adequate induction, including an induction booklet or pack and appropriate training. Appoint a Mentor/Buddy to help and support the induction of new governors.
13. To act as the pay committee, complaints committee and discipline committee.
14. To monitor the effectiveness of the school's complaints policy and procedures.
15. To ensure that the school meets legal requirements to publish information online.

## **Equalities and Standards**

1. To monitor regularly progress towards in-year attainment targets for all children.
2. To receive monitoring reports on the attainment and welfare of vulnerable children and other groups of pupils with reference to local and national benchmark information. To monitor the provision for vulnerable groups of children, e.g.
  - Black and Ethnic Minority Children
  - Traveller Children
  - Looked After Children
  - Young Carers
3. To be aware of and advise the governing body on the legal responsibilities of governors in terms of Curriculum provision and assessment including Special Educational Needs provision.
4. To consider and review the school's Curriculum policies on behalf of the governing body (including Religious Education, Sex and Relationships Education and Drugs Education).
5. To consider and review the school's policies on discipline and behaviour (including Anti-Bullying policy) and make recommendations to the governing body.
6. To monitor and review the school's Equality scheme.
7. To oversee the development and maintenance of relationships with parents/carers, the community and other stakeholders and to ensure that these contribute to Community Cohesion.
8. To monitor parental/community involvement in the school and to make recommendations about the development of future links.
9. To monitor and review the Home School Agreement and related policies.
10. To monitor pupil attendance targets and strategies to improve attendance and engagement.
11. To encourage the support and involvement of business and industry.
12. To receive termly reports on Behaviour and Discipline including the number of Bullying and Racial incidents and the use and effectiveness of pupil exclusion.
13. To ensure that the school meet legal requirements to publish information online.

## **Resource Management**

### Finance

1. To determine and review financial policy including consideration of long term planning and resourcing.
2. To act as advisers and consultants to the governing body on financial issues.
3. To be familiar with the Local Authority budget spending plans, formula funding structure and policies for financial delegation.
4. To ensure that the school has a financial management policy and procedures in place and that these are communicated to all relevant staff.
5. To agree the level of delegation to the Headteacher for the day-to-day financial management of the school.
6. To review the school's charging and remission policy on an annual basis and make recommendations to the governing body.
7. To monitor school fund expenditure and ensure the audit of school funds for presentation to the governing body
8. To receive and where appropriate respond to periodic audit reports.
9. To ensure that a register of pecuniary interests is maintained for all staff and governors and referred to when procuring or tendering for services.
10. To ensure that the school has effective Risk Management strategies in place.
11. To ensure the schools' compliance with the *School Financial Value Standard*
12. To annually review the School's Statement of Internal Controls and bank signatories.
13. To ensure that an appropriate inventory is maintained and to approve the disposal of inventory items.
14. To approve and monitor plans for the development of Extended Services.
15. To consider the school's RAISEonline and other performance data annually.
16. To monitor the school budget expenditure (including specific purpose grants) with reference to criteria for receipt of the grant and the annual spending plan. To receive reports at least once a term.
17. To authorise virement from one area of budget spending to another in order to respond to unexpected expenditure needs up to an agreed limit approved by the governing body.

### Personnel / Staffing

1. To be aware of and advise the governing body on legal requirements and procedures relating to personnel issues.
2. To ensure the staffing structure, retention and succession planning is suitable to deliver the School Improvement/Development plan objectives.
3. To monitor Continued Professional Development for all staff and its contribution to school improvement.
4. To annually review the school's Performance Management policy.
5. To decide on procedures for staff appointments excluding Heads and Deputies.

6. To ensure that safe recruitment procedures are in place for all staff and volunteers working in the school, including those involved in Extended School activities.
7. To be involved in the development of all of the school's policies relating to personnel matters, including:
  - Code of conduct
  - Staff consultation
  - Equalities
  - Pay (through the Pay Matters Sub-Committee\*)
  - Leave of absence
  - Capability, Discipline and Grievance
  - Safeguarding and Child Protection
  - Religious Observance
  - Recruitment and Selection and Staff Retention
  - Leadership Development and Succession Planning
  - Staffing reduction procedures
  - Staff secondment
  - Adverse weather conditions
  - Group size of the school (to be reviewed at least once every three years)

and to ensure that systems are in place to make all staff aware of these policies.
8. To be consulted on and to approve job descriptions for the staff.
9. To be responsible for reviewing the Headteacher's job description should the need arise.
10. To liaise with the finance committee in implementing the current School Improvement Plan in staffing matters.
11. To ensure that the Headteacher is able to maintain an appropriate Work-Life Balance

### Premises, Grounds and Environment

1. To provide support and guidance for the Headteacher on all matters relating to the school premises and grounds, security, Health and Safety.
2. Annually to ensure inspection of the premises and grounds and prepare a statement of priorities for maintenance and development linked to the School Improvement Plan to support delivery of a first class curriculum.
3. To propose and approve the costs and arrangements for maintenance, repairs and decoration within the budget allocation and in liaison with the finance committee.
4. To oversee the preparation of and to monitor premises services contracts (e.g. fuel/water, cleansing, grounds maintenance)
5. To work in liaison with the Health and Safety committee to ensure the school premises meet health and safety requirements.

6. To ensure that governors' responsibilities are discharged regarding litter under the Environmental Protection Act 1990.
7. To prepare a lettings and charging policy for the approval of the governing body.
8. To contribute towards Accessibility Planning
9. To consider how the use of the school premises may contribute to the development of Extended Services provision.
10. To monitor Risk Assessment procedures
11. To ensure that there is relevant training and guidance for the Caretaker/Buildings Supervisor and/or key staff liaising with building contractors.
12. To consider sustainability in relation to school premises, grounds maintenance and repairs, and when awarding contracts for school improvements and additional facilities.

### Health and Safety

1. To be familiar with National and Local Health and Safety legislation and guidelines.
2. To participate in the development and review of school Health and Safety policies and to recommend them for adoption by the governing body.
3. To ensure that all statutory and CYPF requirements for the safety and wellbeing of staff and the safe management of school premises and care of pupils are discharged.
4. To ensure that appropriate Risk Assessments are carried out to ensure that activities and premises, materials and equipment used by the school do not present health and safety risks.
5. To ensure that partner providers and other users of school premises have appropriate risk assessments and Health and Safety procedures in place.
6. To ensure that all children are safe and healthy through:
  - The provision of a secure environment
  - The establishment and review of a school Food Policy
7. To receive and consider any reports and audits completed by the School's Health and Safety representatives or the Headteacher/Senior Management arising from general inspection of the school, to identify issues that need to be addressed and to report at least once a year to the governing body.
8. To make recommendations to the finance committee and/or governing body when expenditure is deemed necessary.
9. To act as advisers/consultants to the governing body on Health and Safety matters.
10. To ensure that the school follows CYPF procedures in respect of permissions to work when carrying out work on premises.

### **Items to be considered by the Full Governing Body which could be, but are not delegated to the committees:**

- To consider the school's RAISEonline and other performance data annually

- To monitor the school budget expenditure (including specific purpose grants) with reference to criteria for receipt of the grant and the annual spending plan. To receive reports at least once a term.
- To authorise virement from one area of budget spending to another in order to respond to unexpected expenditure needs up to an agreed limit approved by the governing body.
- To receive termly reports on Behaviour and Discipline including the number of Bullying and Racial incidents and the use and effectiveness of pupil exclusion.
- To monitor the effectiveness of the school's complaints policy and procedures.
- To ensure that the school meets legal requirements to publish information online.

*These are based on the Sheffield LA guidance.*

*Helen Haynes*