

# **GOVERNING BODY**

# **TERMS OF REFERENCE**

**2016/2017**

# RESOURCES COMMITTEE

(Health & Safety/Premises/Finance/Human Resources)

## Membership

The Committee shall consist of not less than five governors

The Committee shall have such co-opted non-voting members as the governing body shall appoint

The Committee may make recommendations for these appointments

**Stephanie Colegate, Maurice Codd, Rachel Havill,  
Leigh Stephens, Jack Moran, Matt Sutton, Shirley Fowler**

## Chair:

**Leigh Stephens**

## Vice Chair:

**Jack Moran**

## Minuted by:

**The Clerk**

## Meetings

At least termly

## Quorum

The quorum shall be three governors. The committee shall not meet without the Headteacher or his/her representative being present.

## Terms of Reference - Health and Safety

- To provide support and guidance for the Headteacher on all matters relating to the school Health and Safety
- To consider the LA's policies on health and safety and recommend a policy for school for adoption by the governing body
- To carry out regular reviews of all Health and Safety policies
- To monitor accident trends, patterns and risk assessments in school
- To monitor the effectiveness of the school's health and safety arrangements, make periodic inspections in conjunction with PFI provider, and report once a term to the governing body

## Terms of Reference - Premises

- To provide support and guidance for the Headteacher on all matters relating to the school premises liaising closely with the PFI provider. To ensure adherence to output specs in the PFI contract.
- To ensure that governors' responsibilities are discharged regarding litter under the Environmental Protection Act 1990 by monitoring PFI provider.
- To monitor Accessibility, Disability and Equality Scheme

## **Terms of Reference - Finance & Human Resources**

- To draft and keep under review a policy statement on staff consultation and to undertake any formal consultation on personnel matters
- To review the staffing structure annually
- To draft (or adapt LA model policies) including Performance Management, Equal Opportunities, Grievance, Dismissal, Redundancy and Pay Policies
- To ensure statutory requirements related to personnel matters are met
- To ensure work/life balance issues for all staff are given proper consideration
- To make arrangements for interviewing and appointing staff, agreeing governor involvement.
- \*To ensure the Headteacher's performance review is conducted annually
- \*To implement the school's Pay Policy and make decisions on the pay of all staff  
*(\*No staff member can be involved in this)*

**The three appointed persons to be involved with discussions with the External Advisor are: Maurice Codd, Nicola Woodward and Shirley Fowler**

**The Review Officer for the Headteacher is: Helen Porter**

- To draft, review and monitor the Finance Policy - final approval lies with Full Governors
- To draft and approve an annual budget - final approval lies with Full Governors
- To monitor the income and expenditure of all public funds and ensure these are audited
- To ensure spending decisions meet financial regulations and best value requirements
- To vire funds in line with agreed powers of delegation
- To receive and respond to audit reports
- To ensure the requirements of the Financial Management Standard in Schools is maintained
- Governors agreed the Auditor to be...**Francis Clark**...at the meeting on....**20.09.16**

## **STAFFING APPOINTMENTS POLICY**

- The Headteacher shall have delegated authority to make all appointments of supply, temporary teachers and all support staff
- A minimum of one governor will be involved in appointments of all permanent teaching staff
- Headteacher and Deputy Headteachers: Special arrangements apply for the appointment of headteachers and deputies as specified in the school's Articles of Government, the Education Reform Act 1988 and the 1991 amendment the 1989 Regulations. 25. A Selection panel must be established, which should normally consist of at three governors. To make a recommendation for endorsement by the governing body, which in turn is subject to ratification by the LEA (Schedule 3 1988 ERA). The Education Officer has the right to attend

Other Staff may be involved in interviews as appropriate (in a non voting capacity)

# CURRICULUM & STANDARDS COMMITTEE

**Purpose** The Curriculum & Standards committee's key responsibility is to ensure that pupils' learning is at the heart of the school's priorities.

**Membership** It shall consist of at least four governors.

**Stephanie Colegate, Maurice Codd, Nicola Woodward,  
Helen Porter, Tom Daniel, Amy Wright**

**Chair:** Nicola Woodward

**Vice Chair:** Helen Porter

**Minuted by:** The Clerk

**Meetings** At least termly

**Quorum** The quorum shall be three governors. The committee shall not meet without the Headteacher or his/her representative being present.

**Meetings required.** The committee shall meet three times a year plus other times as required.

**Quorum** The quorum shall be three governors. The committee shall not meet without the Headteacher or his/her representative being present.

## **Terms of Reference**

- To monitor pupil attainment and receive regular reports on the analysis of test and assessment results
- To contribute to and monitor the school improvement plan and the post Ofsted inspection action plan
- To be familiar with the school's self-evaluation form
- To monitor the provision for children with Special Educational Needs and the Special Educational Needs policy.
- To monitor and keep under review the provision for sex education.
- To monitor the provision of enrichment and extension activities and the broader curriculum.
- To set targets for pupil attainment at KS 2

# THE FIRST COMMITTEE

**Membership:** Membership shall consist of three non-staff governors

**Maurice Codd, Nicola Woodward, Rachel Havill, Amy Wyatt**

Headteacher if requested. The Director of Children's Services or their representative has the right to attend.

**Chair:** Maurice Codd

**Vice-Chair:** Nicola Woodward

**Minuted by:** Clerk to the Governing Body

The majority of minutes from these meetings would be part 2.

**Quorum:** The quorum shall be three governors.

**Meetings:** The committee shall meet as requested

## Terms of reference - General

To consider the first stage of the complaints procedure.

**This would be the first stage of the Complaints Procedure**

## Terms of Reference - Staff:

To consider and to make any initial decisions.

- a) about matters relating to dismissal of staff
- b) staff grievances, in accordance with LA procedure.

# THE SECOND COMMITTEE

**Membership:** Three non-staff *Governors* who have not taken part in the first committee. The Headteacher may attend if requested but has no voting rights. The Education Officer has the right to attend.

**Jack Moran, Matthew Sutton, Helen Porter, Shirley Fowler**

**Quorum:** The quorum shall be three governors.

**Meetings:** The committee shall meet as required. The LEA shall be informed and consulted whenever it is necessary to convene a meeting.

**Chair:** Jack Moran  
**Vice Chair:** Helen Porter  
**Minuted by:** The Clerk

## **Terms of Reference:**

To consider and decide on any appeals against the decision of the first committee, in accordance with LA procedures.

# PUPIL DISCIPLINARY COMMITTEE

**Membership**            The Committee shall consist of not less than six governors

**Rachel Havill, Maurice Codd, Matthew Sutton, Nicola Woodward,  
Jack Moran, Helen Porter, Shirley Fowler**

**Chair:**                    **Maurice Codd**  
**Vice Chair:**            **Rachel havill**  
**Minuted by:**            **The Clerk**

**Meetings**                The meetings shall meet as requested

**Quorum**                 The quorum shall be three governors.

## **Terms of Reference**

To review the decision of the Headteacher to exclude a pupil

When the exclusion is:

- Fixed term for 5 school days or fewer in one term (or 10 lunchtimes) where the parent wishes to make representations
- Fixed term for more than 5 days cumulative but no more than 15 in one term
- For fixed term of more than 15 days block in a term
- For permanent exclusions
- Likely to result in the loss of an opportunity to take a public examination



## PROCEDURE FOR THE PUPIL DISCIPLINE COMMITTEE

1. Introduction by the Chair of the Pupil Discipline Committee
  2. Presentation of Case by the Headteacher (assisted by staff member(s) if appropriate)
  3. Questions to the Headteacher by the parent and/or representative, members of the committee and LEA officer on matters of fact
  4. Statement by the parent and / or representative
  5. Questions to parent by members of the committee, Headteacher and LEA officer on matters of fact
  6. Statement by representative(s) of other agency / agencies involved *if appropriate*
  7. Questions to the representative(s) by the parents and / or representative, members of the committee, Headteacher, and LA officer on matters of fact
  8. Statement by the LA officer
  9. Questions to the LA officer by the parent and / or representative, members of the committee and Headteacher
  10. Opportunity for the Headteacher to make a final statement
  11. Opportunity for the parent to make a final statement
  12. Withdrawal by the parent(s) and / or representative, pupil (*if present*) Headteacher, representative(s) of other agency / agencies and LA officer
  13. Consideration of the matter by members of the Pupil Discipline Committee in the presence of the Clerk to the committee. If further information is needed from any of the persons who have left the meeting, then all such persons should return to the meeting when such information is obtained. An opportunity should be given to each party to question or comment on this additional information
  14. The members of the committee make their decision. This is recorded in the minutes, along with reasons, by the Clerk to the committee
- Note: re-instatement is not possible if the exclusion is for a fixed term of less than 5 days*
- 15 Headteacher and parent rejoin the meeting to be informed of the governors decision

**If the governors have decided that the pupil should NOT be reinstated, parents must be informed that they will receive a letter to confirm the decision.  
Parents must also be informed of their right to appeal to the Schools Appeals Panel.**

## GENERAL PROCEDURE FOR ALL COMMITTEES

- All committees must have a Chairman and a Vice-Chairman. The Chairman may be any full member of the Governing Body
- All Chairs of committee should prepare an agenda for distribution 7 days before a meeting
- Minutes must be maintained. A copy of these minutes should be sent by clerk, after approval by committee chairman, to the governing body and the chair of governors for information. A full report of the meeting should be given to the governing body at the next full governors meeting
- The chairman of the committee has a second or casting vote