

Learning together for life



Meldreth Primary School Governing Body

Terms of Reference for Committees, Panels and Link Governors

2015-2016

In addition to the requirements set out in legislation, the following procedures will apply to the operation of the Governing Body. The Governing Body has resolved to conduct its business through full governing body, committees, panels and link governors.

This document was agreed by the Governing Body at their meeting held on

Date: 14th September 2015

Review Date: September 2016

TERMS OF REFERENCE FOR CHILDREN AND LEARNING COMMITTEE

Membership

The committee will elect from their number a chair at the first meeting of each academic year. The committee will determine who will clerk the meetings.

Quorum

The quorum shall be three members of the committee. It is recommended that the quorum is the headteacher plus three members of the committee.

Meetings

Meetings will be held at least once each term, as required. One week's notice of the agenda must be given by the clerk of the committee when convening a meeting. The clerk will be responsible for calling the meetings and producing minutes.

Function

Decisions taken by the committee must be led by Priorities identified within the Raising Achievement Plan (RAP). The main function of the Children and Learning Committee will be to advise and work with the headteacher to promote the best educational outcomes for all children at the school - subject to the following:

- To monitor standards, achievement and progress of children in the school
- To monitor the priorities of the RAP in improving standards and children's learning
- To receive evaluation on the RAP and make suggestions for the future plans
- To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy
- To appoint link governors to: the Priorities from the RAP, Inclusion and Pupil Premium
- For link governors to report on progress made on their appointed area in RAP
- To consider the 'Keeping In Touch (KIT)' report from the local authority and any other reports on the performance of the school
- To review all curriculum and learning policies
- To review all equality policies
- To ensure the learning needs of different groups of children are met and that their outcomes are improving
- To ensure that agreed procedures are in place for educational visits, including the appointment of a named co-ordinator
- To ensure the production of the school prospectus
- Self-evaluation Form. To be responsible for monitoring and evaluating Sections 2: outcomes for pupils, Section 3: personal development, behaviour and welfare and Section 4: EYFS of the Self Evaluation Form (SEF), e.g. assess and comment on content, evidence and judgements

Link Governors

To work together as a pair(s) against an identified target on the RAP, to assist the school in completing the section of the Self-Evaluation Form relating to the target they are monitoring and to provide progress reports to the governing body.

It is expected that a minimum of 3 monitoring activities will be made during the year; these may be visits, made as a pair or individually, or in some instances by other forms of communication such as telephone calls etc.

An activity/visit does not necessarily have to take place during the time when students/pupils are in school, and could be just as effective as a meeting between governors and the lead professional at the end of the day as mutually agreed.

- To meet with the lead professional within the school to gain an understanding of the scope of the target and the activities the school is conducting to achieve success
- To undertake any necessary training (in or out of school) to enable effective monitoring of the target
- To monitor the progress of school activities towards the target
- To evaluate the extent of success at the end of the set timescale
- To familiarise themselves with the relevant section of the SEF and the associated guidelines provided by Ofsted.
- To ensure that the relevant section of the SEF is completed at the time agreed in the schedule and that the judgements made are accurate and evidence-based

A concise reports of activities/visits will be submitted to the Chair, Headteacher and any lead professional within the school within two weeks of the visit, and then be lodged with the Clerk of governors for distribution.

TERMS OF REFERENCE FOR RESOURCES COMMITTEE

Membership

The committee will elect from their number a chair at the first meeting of each academic year. The committee will determine who will clerk the meetings.

Quorum

The quorum shall be three members of the committee. It is recommended that the quorum is the headteacher plus three members of the committee.

Meetings

Meetings will be held at least once each term, as required. One week's notice of the agenda must be given by the clerk of the committee when convening a meeting. The clerk will be responsible for calling the meetings and producing minutes.

Function:

Decisions taken by the committee must be led by priorities identified within the Raising Achievement Plan (RAP) and School Development Plan (SDP), which should be costed within the Budget Plan. The main function of the Resources Committee will be to advise and work with the headteacher to seek the best use of the school's resources to promote the best educational outcomes for children - subject to the following:

a) Finance

- In consultation with the headteacher, to draft the first formal budget plan of the financial year to deliver the priorities in the RAP
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the governing body
- To annually complete the School Financial Value Statement, for the chair to sign and submit to the local authority
- Oversee allocation of Pupil Premium and School Sports funding
- As part of the delegation for the day to day financial management of the school the headteacher will have delegated powers to authorise expenditure not in excess of £2000 and authorise virement of an amount of money not in excess of £2000
- The Resources Committee will have delegated powers to authorise expenditure not in excess of £10000 and authorise virement of an amount of money not in excess of £10000
- All virements of funds must be reported to the full governing body
- To ensure that the school operates within the Financial Regulations of the local authority
- To monitor expenditure of all voluntary funds kept on behalf of the governing body
- To annually review charges and remissions policies and expenses policies
- To make decisions in respect of service agreements

b) Personnel

- To review the staffing structure in consultation with the headteacher so it is effective in delivering the priorities in the RAP/SDP and improving the learning of all pupils
- To oversee the appointment procedure and safer recruitment for all staff (in collaboration with Link Governor(s) for Safeguarding)
- To review all personnel policies such as Performance Management, Grievance, Induction, etc.
- To oversee the process leading to staff reductions

- To keep under review staff work-life balance, working conditions and well-being, including the monitoring of absence

c) Buildings

- To advise the governing body on priorities, including health and safety, for the maintenance and development of the school's premises so they provide a good learning environment to deliver the priorities in the RAP
- To ensure arrangements are in place for repairs and maintenance
- In consultation with the headteacher, to oversee premises related funding bids
- To oversee arrangements, including health and safety, for the use of school premises by outside users, subject to governing body policies
- To review that building development supports the school's priorities as detailed in the school's RAP/SDP
- To establish and keep under review an Accessibility Plan

d) Self-evaluation Form.

- To be responsible for monitoring and evaluating Section 5: Quality of Teaching, Learning and Assessment and of the Self Evaluation Form (SEF), e.g. assess and comment on content, evidence and judgements

TERMS OF REFERENCE FOR PAY REVIEW AND SALARIES COMMITTEE

Membership

Not less than three governors including, where possible, Chair of Resources Committee and Chair of Children and Learning Committee. The Headteacher and Chair of Governors is disqualified from serving in this role. The panel will elect from their number a chair at the first meeting of each academic year. The meeting at which pay recommendations are discussed will be clerked by the Clerk to the Governing Body. The clerk for any other meetings will be determined by the committee.

Quorum

The quorum shall be three members of the committee.

Meetings

Meetings will be held at least once each term, as required. One week's notice of the agenda must be given by the clerk of the committee when convening a meeting. The clerk will be responsible for calling the meetings and producing minutes.

Function

To be responsible for the administration of the Whole School Pay Policy.

To determine if staff appraisal have been conducted in a fair and consistent manner with due regard to the Appraisals Policy.

To review Whole School Pay Policy and Appraisal Policy for all categories of staff and to be responsible for its administration and review

TERMS OF REFERENCE FOR PANEL HEARINGS

Membership: [not less than 3; 3 or 5 for pupil discipline]

Any governors from a pool of governors [comprising the whole Governing Body], who are suitably qualified to undertake the role, and are available on the date specified

The Headteacher is disqualified from serving in this role. Any governor having a connection with either a pupil, a member of staff or the incident in question which could affect their ability to act impartially should not serve on the panel.

NB Any governor who has participated on a panel for a staffing decision, cannot sit on the appeal panel.

Quorum: The quorum shall be three members of the committee.

Meetings: All panels must be convened by the Clerk to the governing body or the Chair of the Governing Body. The meetings will be clerked by the Clerk to the Governing Body.

Behaviour

The governing body must review certain exclusions and must consider any representations about an exclusion made by the parents of an excluded pupil. When carrying out their functions in relation to exclusions, governing bodies must have regard to statutory departmental guidance

To review the use of exclusions and to decide whether or not to confirm all permanent exclusions (and fixed term exclusions where necessary)

To direct reinstatement of excluded pupils

Parents

To hear complaints

Staffing, Salaries, Dismissals

To dismiss Headteacher

To end suspension (Headteacher and staff)

To decide on recommendations relating to the pay of all members of staff.

TERMS OF REFERENCE FOR HEADTEACHER'S PERFORMANCE MANAGEMENT PANEL

Membership

Rolling membership of 2 or 3 governors. *Neither the Headteacher nor staff governors can serve on this group.* The committee will elect from their number a chair at the first meeting of each academic year.

Quorum

N/A

Meetings

Three times per year.

Function

To meet annually with external advisor to discuss and determine the Headteacher's objectives and performance criteria for the coming year (the planning meeting)

To review, with the support of the external advisor the performance of the Headteacher against the agreed criteria and determine the recommendation on pay progression (the review meeting)

To prepare and agree the Headteacher's performance review statement, and send statement to moderator (Chair of Governors or another, decided by Governing Body, if Chair is member of the HTPM Panel)

To monitor through the year the performance of the Headteacher against the agreed criteria and to ensure that appropriate support and development opportunities are provided

To make recommendations to the Pay Review Panel in respect of pay progression. Any recommendations shall reflect the reviewer governors' views based on the outcomes of the annual performance review and the Chair of Governor's view of the headteacher's overall performance during the year.

TERMS OF REFERENCE FOR GOVERNORS RESPONSIBLE FOR MONITORING SAFEGUARDING

Membership

Two governors will be appointed to monitor safeguarding procedures. They will co-ordinate their work with that of the Resources Committee and Children and Learning Committee and liaise with governors responsible for monitoring health and safety.

Meetings/visits to school

Three times per year.

Function

To monitor that the staff safeguarding checks are complete and up-to-date

To review Safeguarding and Child Protection Policy annually and monitor its implementation.

To undertake training and attend up-dates as required.

TERMS OF REFERENCE FOR GOVERNORS RESPONSIBLE FOR MONITORING HEALTH AND SAFETY

Membership

Two governors will be appointed to monitor health and safety procedures. They will co-ordinate their work with that of the Resources Committee and Children and Learning Committee and liaise with governors responsible for monitoring safeguarding.

Meetings/visits to school

Three times per year.

Function

To monitor that health and safety checks are complete and up-to-date

To review Health and Safety Policy annually and monitor its implementation.

To undertake training and attend up-dates as required.