

*Learning together for life*



**MELDRETH**  
Primary School

## Meldreth Primary School Governing Body

### Terms of Reference for Committees, Panels and Link Governors

**2017-2018**

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: 19<sup>th</sup> September 2017

Review Date: September 2018

## General guidance – Terms of reference

Most governing bodies carry out much of their business through committees. The governing body decides the constitution, membership and terms of reference of all committees, and must review these annually. Common committees include premises, staffing, finance (Resources Committee) and curriculum (Children and Learning Committee).

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 (see Standing Orders). The headteacher cannot be the clerk to a committee but a governor can. However, NGA strongly recommends that it is better practice to have an independent, professional clerk.

The membership of a committee may include associate members, provided that a majority of members of the committee are governors. Even if they are not a member, the headteacher is entitled to attend all committee meetings.

## Quorum

For committee meetings, the quorum is a minimum of three governors who are members of the committee. The governing body can however specify its own higher limit. If a governing body does specify a higher limit, it is important to not set this too high - this may result in an increased likelihood of meetings not being able to take place where quorum is not met.

## 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 – attendees can be invited to attend a committee meeting where appropriate.

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).

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.

# Terms of reference for the Resources committee

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## 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/Academy Improvement Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

## 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

- The Governing body is free to determine how often the committee meets and may delegate this to the committee
- The 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.

## Financial policy and planning

- To review, adopt and monitor 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 Improvement 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 Improvement 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 and as recommended by the headteacher

## 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
- 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
- SFVS
  - 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.

## Premises

- 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
- To arrange professional surveys and emergency work as necessary

*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.

## 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 review Whole School Pay Policy and Appraisal Policy for all categories of staff and to be responsible for its administration and review (via Pay Review and Salaries Panel)
- To ensure that staffing procedures (including recruitment procedures) follow 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.

# Terms of reference for Children and Learning Committee (C&L)

## 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/Academy Improvement Plan
- To consider safeguarding and equalities implications when undertaking all committee functions

## 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

## Curriculum planning and delivery

- To review, monitor and evaluate the curriculum offer
- To recommend for approval to the full governing body the:
  - Self-evaluation form
  - School Improvement Plan
  - Targets for school improvement to the governing body
- 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 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 headteacher/SENCO and an annual report from the SEN governor(where appointed).

## Assessment and improvement

- To monitor and evaluate the effectiveness of leadership and management
- To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups
- To monitor and evaluate the impact of continuing professional development on improving staff performance
- To set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation (include Raising Achievement Plan, Staff Development Plan)
- 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 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
- To advise the resources committee on the relative funding priorities necessary to deliver the curriculum

## Engagement

- To monitor the school's publicity, public presentation and relationships with the wider community
- To identify and celebrate pupil achievements
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator
- To ensure all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and presented in an accessible way

# Terms of Reference for Pay Review and Salaries Panel

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## Membership

- Not less than 3 governors including, where possible, Chair of Resources Committee and Chair of Children and Learning Committee. See Pay Review Policy for membership. The panel will elect a chair from their number at the first meeting of each academic year. The clerk 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.

## Appraisals and Pay Policy

- 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 monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement



## Terms of Reference for Panel Hearings

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### 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. See relevant school policies (e.g. Whole School Pay Policy, Grievance Procedure, Disciplinary Procedures, etc.)
- 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.

### 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 appeals relating to the pay of all members of staff.

## Terms of Reference for Headteacher's Performance Management

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### 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 Monitoring of Safeguarding

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### 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 Monitoring Health and Safety

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### 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

Once 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.