

# Finance and Staffing Committee

## Terms of Reference

### Generally

- To monitor the financial administration of the school to ensure the efficient and effective use of funds in accordance with the financial regulations and school procedures.
- To ensure that conditions are in place to attract, motivate and retain the right number and quality of staff within the agreed School Staffing Procedure and within employment legislation/safeguarding legislation.

### Specifically (Finance)

- To consider and recommend to the Governing Body the annual budget/5 year plan.
- To receive income and expenditure report of public funds at least once a term and to monitor the same against the school budget.
- To receive income and expenditure report of private funds at least once a year and to monitor the same.
- To consider recommendations from other committees which have financial implications.
- To review all financial controls and regulations.
- To consider audit reports and make recommendations to the Governing Body.
- To monitor all major contracts.
- To review insurance arrangements annually and to recommend changes.
- To review the various levels of authorisation of expenditure for which provision has been made in the annual budget.
- To develop and monitor the school risk register.
- To deal with any financial matters specifically referred to by the Governing Body.

### Specifically (Staffing)

- To draft and keep under review the staffing structure.
- To oversee the appointment of staff.
- To make recommendations on personnel related expenditure to the Finance Working Party.
- To review salary levels and allowances for all staff in accordance with Performance Management.
- To consider any appeal against a decision on pay grading awards.
- To consider any discipline or grievance issues relating to the staff of the school.
- To deal with any staffing matter specifically referred to by the Governing Body.

### Policies the Working Party is responsible for:

- Financial Procedures
- Finance Policy
- Charging Policy
- Quotes Policy
- Register of Business Interests
- Governors' Allowances

(See also Remodelling the Workforce Working Party/Safeguarding Working Party)

Meets: Half Termly

Quorum: At least 3 Governors

## Finance and Staffing Committee (continued)

Disqualification: Any relevant person employed to work at the school other than as the headteacher when the subject for consideration is the pay or performance review of any person employed to work at the school.

### Recommended Training:

- Performance Management
- HR Matters of Governance
- The Ins and Outs of Finance
- Exclusions – A Governor's Guide
- HR Panels
- Health & Safety Awareness
- Recruiting and Supporting a New Head Teacher

# Health & Safety/Safeguarding Committee

## Terms of Reference

### Generally

- To ensure that the school buildings and grounds are safe, secure and fit for purpose to deliver the school's curriculum.
- To ensure that policies and practices are in place to safeguard the children in our care.
- To ensure they are free from abuse of any kind (including bullying and cyber bullying).

### Specifically (Health and Safety)

- To discuss Health & Safety matters including accidents to pupils, adults and visitors.
- To discuss issues relating to the school premises and grounds including upgrades to buildings.
- To pass decisions made to the Finance Working Party for funding.
- To prepare a termly report for the full Governors' meeting.
- To order a school wide Risk Assessment at least at every 3 yearly intervals and act upon findings.
- To deal with any complaints regarding safety.

### Specifically (Safeguarding)

- To ensure the school has an effective Safeguarding/Child Protection Policy and procedures which are reviewed annually.
- To operate safe recruitment procedures.
- To have procedures for dealing with allegations of abuse
- To have a Designated Senior Person (DSP) who undertakes responsibility for Child Protection.
- To provide training for the DSP.
- To ensure the staff working with children undertake suitable training.
- To remedy any deficiencies or weaknesses in regard to safeguarding without delay.
- To nominate a governor for Safeguarding/Child Protection and provide training for them.
- To ensure the governor monitors the effectiveness of the policy and procedures.
- To encourage all governors to develop an understanding of Safeguarding and Child Protection.
- To determine and update the school's policies and procedures detailed below.
- To discuss (anonymously) specific Child Protection issues impacting on individual children and the school's response to them.
- To prepare a termly report for the Governing Body.
- To discuss specific behaviour issues within school/deal with exclusions if needed.
- To consider any complaints from parents re the above.

### Policies the Working Party is responsible for:

- Health and Safety
- Codes of Practice
- Crises Management
- Risk Assessments
- Child Protection/Safeguarding
- Safer Recruitment/CRB Checks/Upkeep of Single Central Register
- Restraint
- Exclusions
- Educational Visits and Risk Assessments
- Internet Safety
- Attendance

Meets: Termly

## Health & Safety/Safeguarding Committee (continued)

Quorum: At least 3 Governors

### Recommended Training:

- Child Protection Training
- Restraint Training
- Exclusion Training
- Training re Internet Safety/Suitable Materials
- EVC Training

# Values Committee

## Terms of Reference

### Generally

- To ensure the school's Christian Values are at the heart of all of its work
- To ensure that the school fulfils its legal obligation to teach RE and hold a Daily Act of Collective Worship
- To ensure that the curriculum provides a lead for the children socially, morally, spiritually and culturally.
- To ensure that all incidents of hatred are recorded and that the school is an example to its community regarding community cohesion

### Specifically

- To ensure the quality of the Daily Act of Collective Worship.
- To monitor the teaching of RE
- To consider complaints from parents regarding Collective Acts of Worship and RE
- To ensure that parents know their rights regarding withdrawal from RE or Collective Acts of Worship.
- To ensure that incidents of Hatred are recorded and reported to the local authority
- To determine policy on the teaching of Sex and Relationships and ensure parents know their rights to withdraw their children.
- To monitor the quality of PSHE in the school
- To ensure that the school continues to meet the requirements of a "Healthy School".

### Policies the Working Party is responsible for:

- Collective Worship
- RE
- Sex and Relationships
- Behaviour/Anti Bullying
- Bereavement and Loss
- SMSC
- Home School Agreement
- Home learning policy

Meets: Termly

Quorum: At least 3 Governors

### Recommended Training:

- Healthy Schools Training
- RE
- Foundation Governor Training
- Anything from the Diocese

# Inclusion Committee

## Terms of Reference

### Generally

- To ensure that the school is effective in providing for all children, and reduces barriers to learning.
- To ensure that the school meets its statutory obligations in regards to Special Educational Needs, Equality, Accessibility, Looked After Children and children targeted by the Pupil Premium.

### Specifically

- To monitor the work of the school regarding provision for children with Special Educational Needs.
- To monitor the school's inclusive practice.
- To ensure that the Code of Practice for SEN is adhered to.
- To monitor the progress of all vulnerable groups and benchmark against that of all children at the school.
- To ensure that the school accesses help from outside agencies and services
- To develop a Single Equality Scheme and Accessibility Plan to ensure that no child or parent is disadvantaged or excluded from school activities.
- To monitor how effectively the Pupil Premium is used, and to ensure the annual report is published to parents.

### Policies the Working Party is responsible for:

- Special Educational Needs
- Inclusion
- Equality Scheme
- Accessibility Plan
- More and Very Able
- English as an Additional Language
- Pupil Premium report

Meets: Termly

Quorum: At least 3 Governors

### Recommended Training:

- SEN Briefings
- Gifted and Talented
- Equality

## Curriculum Committee

### Terms of Reference

#### Generally

- To ensure attainment and progress of all children compares favourably to age related expectations.
- To ensure that standards of teaching in the school are high
- To ensure that the curriculum offers a range of opportunities to meet the needs of all children in the school

#### Specifically

- To scrutinise school data, including Raise Online, LA Graph Packs, and internal school data and identify areas for development
- To monitor progress towards targets in the School Improvement Plan
- To ensure that school improvement activities continually improve and enhance teaching and learning across the school
- To oversee the work of subject leaders across the school.
- To ensure the curriculum meets the requirements of the National curriculum and the Early Years Foundation Stage.
- To ensure that statutory testing (Foundation Stage Profile, Phonics Screen, Key Stage 1 SATs) are administered and reported correctly.

#### Policies the Working Party is responsible for:

- All national Curriculum Subject Policies
- Teaching and Learning
- Assessment
- Marking and Feedback
- Calculation
- Early Years Foundation Stage

Meets: Termly

Quorum: At least 3 Governors

#### Recommended Training:

- Data
- Curriculum
- Early Years Foundation Stage
- Ofsted

# Headteacher's Performance Review Committee

## Terms of Reference

### Generally

- To ensure that the headteacher's performance and pay are reviewed through the setting of targets and the review of these targets by the group and an external advisor

### Specifically

- To set the salary range for the headteacher in consultation with the full Governing Body and in particular the Finance and Staffing Committee
- To ensure at least a 5 point differential on the Leadership Scale between the Headteacher and the Deputy Headteacher
- With advice from an external advisor, and in consultation with the headteacher to set annual targets relating to school improvement.
- To monitor throughout the year the headteacher's progress towards these targets.
- To arrange a meeting with an external advisor to conduct the headteacher's performance management.
- To evaluate whether targets have been met, with support from the external advisor
- To make recommendations to the Finance Committee in respect of pay awards.
- To set new targets in agreement with the external advisor and headteacher.

Meets: Annually, with one additional mid-term review

Quorum: At least 3 Governors including Foundation Governor

### Mandatory Training:

- Headteacher's Performance Management



## PAY COMMITTEE

### Terms of Reference

#### Generally

- To verify that the pay recommendations presented to the committee meet the criteria set out in the school's Pay Policy.
- To verify that the staff performance reviews have followed the correct process and comply with the school's Pay Policy.
- To approve such pay recommendations for implementation.
- To ensure that decisions on pay are managed in a fair, just and transparent way, within the constraints of the budget.
- To confirm the above to the Governing body

#### Specifically

- To determine and update the schools' policies and procedures for:
  - Teachers' Pay
  - Support Staff Pay
  - Performance Management
- To determine pay ranges for any new appointments.
- To consider and approve those pay awards recommended by the Head Teacher that the Pay committee judge to be in accordance with the Pay Policy
- To satisfy themselves that the school procedures are followed in accordance to the Pay and performance Management Policies, and associated national statutes such as the School Teachers' Pay and Conditions Document, and that relevant consultation has taken place.

Meets: Annually

Quorum: At least 3 Governors

#### Recommended Training:

- Performance Management
- HR Matters of Governance
- HR Panels
- Recruiting and Supporting a Headteacher