

**Barrow CE Primary School Governing Body**

**Committee Terms of Reference**

**November 2023**

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**Barrow CE Primary School Governing Body**

**Committee Terms of Reference**

*Based on the School Governance Regulations 2003 and 2013*

The Governing Body can delegate any of its statutory functions to a committee, subject to prescribed restrictions. The full Governing Body shall agree the level of delegation to each committee.

**Membership**

The Governing Body shall determine, and review annually at the first meeting of the school year, the establishment, terms of reference, constitution and membership of the committee.

**Membership shall include:**

For the General Purposes Committee, all members of the full governing body. For other committees, at least 4 governors (inclusive of Headteacher).

**Chairing**

The Chair of the committee will be appointed by either the full Governing Body or by the committee itself.

**Attendance**

Members of the committee, the headteacher and the clerk to the committee have a right to attend committee meetings. The Governing Body or committee may allow other persons to attend.

**Quorum**

For the General Purposes Committee, half (rounded up to a whole number) of the complete membership of the governing body, excluding governor vacancies. For other committees, the quorum is at least three governors who are members of the committee. A committee shall not meet without the headteacher, or a substitute nominated by the headteacher, being present.

**Meetings**

Each committee shall meet at least once a term and more often if required. Dates for meetings will be set before the beginning of each school year as part of the annual cycle of full Governing Body and committee meetings.

**Clerking**

The Governing Body may appoint a clerk to the committee where required. This must not be the headteacher, but committee members may act as clerk in the absence of the formally appointed clerk.

**Reporting**

The Chair of the committee is responsible for ensuring accuracy of committee minutes and for reporting the key actions and decisions of each committee meeting to the next meeting of the full Governing Body. In the Chair’s absence, another committee member (not the Headteacher) may so report.

**Barrow CE Primary School Governing Body**

**Finance, Staffing and Premises Committee - Terms of Reference**

**General**

To provide guidance and assistance to the headteacher and Governing Body in all matters relating to budgeting, finance, staffing, and premises.

**Finance**

1. To prepare and review financial policy statements, including consideration of long-term planning (including pupil number forecasts) and resourcing in accordance with the School Development Plan (SDP).
2. To consider and recommend the annual budget to the Governing Body, which is targeted at delivering the SDP.
3. To monitor income, expenditure and relevant benchmarking data of all official funds (i.e. fully delegated and earmarked funds), and to report the financial situation to the full Governing Body each term.
4. To ensure that the same high standards of stewardship afforded to the official funds are applied in relation to the school’s unofficial funds, to receive and appraise annual financial reports on transactions and balances within these unofficial funds (and to report on these to the Governing Body) and to ensure that the requirement for unofficial funds to be audited is carried out annually.
5. To ensure ongoing compliance with the Schools Financial Value Standard (SFVS) and the local authority’s financial regulations and procedures.
6. To ensure the adequacy of the internal financial control framework within the school, and to appraise any proposed changes to financial systems, procedures and limits of delegated authority on behalf of the Governing Body.
7. To agree the level of delegation to the headteacher for the day-to-day financial management of the school.
8. To consider recommendations from other committees which have financial implications, and to provide advice to the Governing Body accordingly.
9. To review the school’s Charging Policy and the adequacy of the school’s insurance annually, and to make recommendations to the Governing Body accordingly.
10. To determine the use of the school premises outside school sessions, including advice to the Governing Body on the Charging Policy (setting charges cannot be delegated to a Committee by law).
11. To monitor all financial information provided by the local authority and to report, as appropriate, to the Governing Body.
12. Securing that the necessary provision is made for any pupil who has special educational needs

**Staffing**

1. To undertake any formal consultation on personnel matters.
2. To monitor and review all staffing policies and procedures, and to consider adopting the local authority’s model personnel policies and procedures (these cover issues relating to pay; staffing adjustments; recruitment and selection; equal opportunities; employee relations; conduct and capability; grievance; dismissal).
3. To review the staffing structure annually, when a vacancy occurs, and at any other time this may be required.
4. To monitor and inspect the School Single Central Record (SCR) to ensure legislative compliance.
5. To agree procedures and to receive reports relating to staff discipline or grievances, if and when they arise.
6. To ensure that every member of staff has a job description, which is reviewed annually, and that job descriptions are reviewed when vacancies occur.
7. To agree procedures for the appointment of school staff, in line with the School Staffing Regulations 2009 (and subsequent amendments):

* ***Headteacher appointments:*** The Governing Body will agree a selection panel of at least three governors, who will select candidates for interview, carry out interviews, and recommend to the Governing Body an interviewee for appointment.
* ***All other staff appointments*:** The Governing Body delegates to the headteacher the responsibility for making such appointments, and it is the headteacher’s decision as to whether to involve governors in the selection process, although usually this will be the case. The final decision when making an appointment outside the leadership group is the headteacher’s.

1. To ensure, via annual reports from the headteacher, that the Appraisal policy is implemented throughout the school, and that all staff are included in the system of performance review.
2. To ensure that the Governing Body appoints appraisers and an external advisor for the review of headteacher performance.

**Pay**

1. To establish the school’s pay policy, in consultation with the head teacher, staff and trade union representatives, and submit it to the Governing Body for approval.
2. To review the policy annually, in consultation with the head teacher, staff and trade union representatives, and submit it to the Governing Body for approval.
3. To take decisions regarding the pay of classroom teachers and support staff following the consideration of the recommendations of appraisers and the advice of the head teacher.
4. To take decisions on the pay of the headteacher following consideration of the recommendations of the governors responsible for the headteacher’s appraisal review, to submit reports of these decisions to the Governing Body, and to ensure the headteacher is informed of the outcome of the pay decision and any right of appeal.
5. The headteacher is responsible for:

* Ensuring that pay recommendations for classroom teachers and support staff are made and submitted to the Finance, Staffing and Premises Committee.
* Advising the Finance, Staffing and Premises Committee on the reasons for the recommendations
* Ensuring that staff are informed of the decisions of the Finance, Staffing and Premises Committee and of their right of appeal.

1. The Pay Appeals Panel of the Governing Body is responsible for taking decisions on appeals against the decision of the Finance, Staffing and Premises Committee in accordance with the terms of the pay appeals procedure set out in the Pay Policy.

**Premises**

1. To provide support and guidance for the headteacher in all matters relating to the school premises and grounds, security, and health and safety, liaising with the local authority as appropriate.
2. To inspect the premises, grounds and equipment at least annually and prepare a statement of priorities for maintenance and development to be approved by the Governing Body.
3. To review the Asset Management Plan and School Development Plan, and develop a rolling programme of repairs and maintenance. To approve the costs and arrangements for maintenance, repairs and redecoration within the budget allocation.
4. To draw up, and keep under review, an Accessibility Plan, which will meet the requirements of the Disability Discrimination Act 1995.
5. To recommend to the Governing Body proposals for the delegation of authority to the headteacher to take action on minor items of repair and maintenance work subject to a specified financial limit (currently £3,000 in accordance with the Scheme of Delegation).
6. To agree procedures to be followed for carrying out emergency work and to make recommendations about delegation to the headteacher for taking appropriate action on behalf of the Governing Body in the event of an emergency.
7. To monitor the work of the designated contractor in the preparation and implementation of contracts, and to monitor and review arrangements for cleaning, grounds maintenance in line with the financial procedures agreed by the Governing Body.
8. To ensure that the school complies with health and safety regulations and to review annually the health and safety policy.
9. To monitor proposals for lettings and other use of school premises to ensure due consideration of Health and Safety and related buildings usage issues and costs.

**Barrow CE Primary School Governing Body**

**Curriculum and Safeguarding Committee**

**Terms of Reference**

1. To consider all detailed matters related to the pupils’ education, social well-being and safeguarding.
2. To ensure that those responsibilities laid down under relevant Education Acts relating to the conduct of the school, curriculum and Safeguarding Children in Education are being met.
3. To monitor and assist in the administration of the following:

* the school’s delivery of the National Curriculum
* overall school organisation
* the assessment arrangements for pupils at the end of each key stage
* pupil premium
* reporting arrangements to parents
* special needs in relation to education and welfare
* religious education and collective worship
* race equality
* sex and relationships education
* drugs education
* pastoral care
* educational visits
* school meals
* pupil disciplinary matters
* any other pupil related matters deemed appropriate

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1. To agree, in consultation with the headteacher, targets for the achievement of pupils.
2. To assist in the production, review and rewriting of policy documents which cover the delivery of the curriculum and the approaches adopted to teaching and learning within the school.
3. To assist in the production and review of the School Development Plan.
4. To monitor the activities relating to the assessment, statementing and review of children with Special Educational Needs or Disabilities (SEND)
5. To consult with the headteacher, staff, parents, pupils, the community and relevant bodies, as appropriate, in order to maintain an overview of the above.
6. To deal with any matters that may be referred to the committee by the full Governing Body

**Barrow CE Primary School Governing Body**

**General Purposes Committee**

**Terms of Reference**

1. The General Purposes Committee comprises all members of the governing body. This committee is not formally clerked and will normally be chaired by the chair of the full governing body.
2. The quorum will be half the number of current governors in post.
3. The General Purposes Committee will meet at least once every school term and will report the minutes of each meeting to the full governing body.
4. The General Purposes Committee takes specific responsibility for aspects of school governance affecting the wider community of which the school is an integral part.
5. The General Purposes Committee takes specific responsibility for aspects of school governance that do not satisfactorily fall into the terms of reference of any of the sub-committees and which are issues have an impact on the whole school community.