

# Terms of Reference for Governing Body Committees

Full Governors Committee quorum is a minimum 50% of governors in post.

All Committees' quorum is a minimum 3 governors.

## Matters which CANNOT be delegated to Committees under School Government Regulations

### General

- Duty to hold at least one full governors' meeting per term.
- Matters concerning the constitution and composition of the Governing Body.
- Election of Chair and Vice-Chair.
- Removal of the Chair during the school year, or suspension of governors.
- Procedures for acquisition of Grant Maintained status or the discontinuation or alteration of the voluntary nature of the school.
- Monitoring of school performance and budget expenditure.

### Publication of Information

- Duty to provide statutory information to parents
- Publish details of Admissions, Attendance and the rates of authorised and unauthorised absences.

### Curriculum

- Duty of governors to ensure the implementation of the National Curriculum and the delivery of a broad and balanced curriculum which promotes the spiritual, moral, cultural, mental and physical development of pupils, and which prepares them for the opportunities, responsibilities and experiences of adult life.
- Duty to create, in consultation with the Head teacher, a Collective Worship policy and to ensure that pupils take part in daily collective worship and receive religious education.
- Duty to prohibit political indoctrination and secure balanced treatment of political issues.
- Duty to consider the nature of its obligations on sex and relationships education.

### Finance

- Formulation of a charging policy.

### Premises

- Approval of school premises (especially where changes to premises require DfE approval).

### Pupil Admission

- Approval of the Admissions Policy, and the requirements on Standard Numbers in relation to pupil admission.

### Pupil Discipline

- Written statements of general principles of school discipline.

### The School Calendar

- Determination of times of school sessions and dates of terms and holidays.

## Regulations which ALL COMMITTEES must observe

- The governing body is responsible for all acts of its committees with delegated functions: all acts are then those of the governing body.
- The actions or decisions taken by any committee or individual must be reported to the next meeting of the governing body in relation to their delegated functions.
- Meetings are to be minuted and details published with any papers unless the governing body has determined that the matter is confidential.
- Members are to be provided with seven days' notice of meetings with agenda.
- A record of persons present must be kept and a note of withdrawal from meetings must be made.
- The same rules for disqualifications for membership apply, except for the sixth month attendance rule.

## Resource Committee - Membership: Six governors

**Meeting:** Termly and as necessary to respond to any financial issues arising and as necessary to deal with any matters pertaining to staff employment.

**Terms of Reference:** All areas of finance and staffing for which the governing body is responsible. The main responsibility of the committee is, in consultation with the head teacher, to ensure:

- Proper allocation and management of funds delegated to the school under the LMS scheme
- Effective and efficient deployment of staff

### Responsibilities

- To provide guidance and assistance to the head teacher on all financial matters concerning the school
- To ensure that the financial regulations for the school approved by the governing body are implemented
- To regularly monitor and review spending priorities in the school development plan and, where necessary, make recommendations to the governing body
- To monitor income and expenditure of all delegated funds and to make regular reports to the governing body
- To exercise virement between budget headings for amounts more than those permitted to the head teacher by the school's financial regulations
- To prepare and approve school budget on behalf of the Governing body before 31<sup>st</sup> May each year
- When notification is received of the annual allocation of delegated funds, to ratify a final budget for submission to the LEA
- To determine dismissal payments/early retirement.
- To approve and set up a Governors expenses scheme.
- To respond on behalf of the governing body to any budget consultations by the LEA
- To advise the governing body with respect to the condition, repair, extension or alteration of premises and any major projects deemed to be necessary.
- To determine the use of the school premises outside school session times, including advice to the governing body on a possible charging policy
- Draw up, in conjunction with the head teacher, an annual statement re staffing structure and to make, as necessary, recommendations to the FGB Committee on resource levels for staffing.
- To review the effectiveness and efficiency of the school's Professional Development Plan.
- Draw up for approval by the governing body all personnel policy documents.
- Endorse and monitor procedures for the appointment of teaching, Office and Site staff, (except head teacher or deputy head teacher).
- Delegate to the head teacher all provision of supply cover of up to one term's duration.
- Delegate to the head teacher, a delegated member of the SLT and one committee member the appointment of all non-teaching

staff.

- Ensure that proper contracts of employment are issued to all staff and that appropriate job descriptions are in place.
- To monitor Teaching School provision and budget

### **Children & Learning Committee - Membership: Six governors**

**Meetings:** Termly, three times a year

**Terms of Reference:** The main responsibilities of the committee are, in consultation with the head teacher:

- To consider all matters relating to Safeguarding, Child Protection, Health & Safety, Grounds & Buildings, Inclusion, Discipline and Extended School provision.
- To ensure all statutory obligations concerning the curriculum together with the continuing development of teaching and learning across the school and the continuing achievement of high standards in terms of both progress and attainment.

**Responsibilities:**

- To review annually all safeguarding, Child protection, Health and Safety, Inclusion and Pupil Discipline policies.
- To consider and make recommendations arising from Safeguarding and Child Protection legislation/recommendations issued by the LEA, DFE, etc.
- To consider and make recommendations arising from Health and Safety legislation/recommendations issued by the LEA, DFE, etc.
- To review all aspects of school provision which contribute to the continuing development of an inclusive school.
- To promote co-operation between all employees to achieve and maintain a safe and healthy workplace for staff and pupils.
- To report progress on areas of concern/development identified.
- To monitor accident reports and fire drills.
- To examine safety inspection reports and to make recommendations where remedial action is required.
- To monitor the maintenance and upkeep of the school premises and grounds and make recommendations in liaison with the Finance Committee.
- To inspect the premises and grounds regularly, and to prepare for the School Development Plan a statement of priorities for maintenance and development for the approval of the governing body.
- To make a regular audit of Risk Assessment.
- Review the school's Mission Statement and Aims, Prospectus, Development Plan and curricular policies.
- Review the school's curriculum provision and how it is delivered, resourced and evaluated.
- Review those aspects of curricular provision and school activities which support the development of pupil's qualities, attitudes and values.
- Review national and optional curriculum initiatives and determine their relevance to school development and standards and, together with the Head teacher, agree the school's response.
- Review the partnerships that the school has established to develop the quality of curriculum provision and teaching and learning.
- Review standard of teaching across the school
- Review school outcomes in terms of progress, attainment and achievement

### **Pupil Discipline - Membership: A minimum of three governors, excluding the head teacher (who presents the case).**

**Terms of Reference**

- To deal with cases of fixed period or permanent exclusion of pupils from the school, according to the procedures laid down in the Articles of Government. In all cases parents have the right of making representation and may, if they wish, be accompanied by a friend.

**Functions**

- To hear the case, see all relevant documents and allow representation to be made by the parents concerned.
- To consider and to decide whether to confirm the exclusion, shorten its length or terms, or direct the reinstatement of the pupil.
- To inform the parents, the head teacher the LEA and the Archdiocese of the decision.

### **Admission Committee - Membership: Five governors**

**Meetings:** January for Reception intake. As necessary for casual applications.

**Terms of Reference**

- To draft, review and implement the admission policy.

**Responsibilities**

- To draft the admissions policy, including over subscription criteria, which must be approved by the full governing body.
- If the school is oversubscribed, to apply the admissions criteria to all applicants and decide which children are to be admitted and which children are to be refused a place.
- To ensure that all procedures regarding the notification to parents of the refusal of a place and the right to appeal are carried out.
- To prepare the case to be made in defence of the governor's decision to refuse to admit a pupil at an Independent Appeals Committee hearing.

**Staff Discipline and Grievance - Membership:** To consist of no fewer than three named governors none of whom, where discipline of staff is concerned, should be tainted. Tainted may be considered as being a person who has been involved previously in any discussion or interview concerning the matter in question **and has expressed an opinion** as to where the fault or blame may lie in respect of the matter in question.

**Meetings:** As and when required.

**Terms of Reference**

- To consider and make decisions about matters relating to staff disciplinary or staff grievance procedures.

**Responsibilities**

- To hear both sides of a case, see all relevant documents, to hear and question witnesses, allow parties to make submissions, each of them being accompanied by a friend, if they so wish.
- To consider and make any initial decisions about matters relating to staff grievance in accordance with adopted procedures.

**Staff Appeals Committee - Membership:** An appeals committee must be made up of governors who were not involved in the decision of the relevant first committee and should be no less in number than that of the first committee.

**Meetings:** As and when required.

**Terms of Reference**

- To consider and decide on any appeals against the decision of the Staff Discipline and Grievance Committee in accordance with adopted procedures.