

## **Governor Committee Terms of Reference 2017/2018**

The Governing Body shall meet at least four times per year.

### **The Responsibilities of the Governing Body are as follows:**

- To ensure clarity of vision, ethos and strategic direction of the school
- To hold the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff
- To oversee the financial performance of the school and make sure its money is well spent
- To ensure that the governing body is constituted in accordance with statutory guidelines for maintained schools
- To appoint the Headteacher and approve staffing of the school
- To ensure the National Curriculum and Religious Education are taught
- To ensure the needs of all students are met
- To ensure the school provides a safe environment for students and meets national and local authority standards for Health and Safety
- To set the start and finish times for the school
- To agree a School Improvement Plan and set statutory targets
- To ensure the school listens to the views of parents and students
- To hear complaints from parents, including appeals when students are excluded
- To ensure the school meets its statutory responsibilities, delegating tasks including oversight of policies to the Headteacher and committees as appropriate

The Governing Body shall appoint committees that will meet at least once per term, that will work in conjunction with the Headteacher and act within their delegated authority, reporting to full Governing Body by way of the minutes of their meetings. The duties of the committees and Headteacher shall be as follows:

### **Curriculum and Achievement Committee**

- To make recommendations to the full Governing Body on curriculum and assessment matters.
- To make recommendations to the full Governing body on curriculum and achievement priorities in the School Improvement Plan and monitor their implementation.
- To ensure that the Governors' responsibilities are met in relation to information on the school website, National Curriculum assessment, analysis of examination results, reporting to parents, and the provision of information to parents, the LA and the DFE
- To monitor the school's Self-Evaluation (SEF) process
- To review student progress and achievement
- To monitor the impact of the Pupil Premium action plan to close the achievement gap
- To monitor the impact of teaching, curriculum provision and organisation on progress and achievement of all groups of learners.
- To review, update and monitor implementation of policies delegated to the committee
- To undertake all other tasks assigned by the full governing body

### **Resources Committee**

- To review, update and monitor the impact of policies delegated to this committee, in accordance with statutory responsibilities
- To make recommendations to the Full Governing Body on committee priorities in the School Improvement Plan and monitor the implementation of the resulting actions
- To recommend a budget for the year to the full Governing Body.
- To assist the Headteacher in monitoring the budget during the course of the year.
- To establish and maintain a three-year financial plan with particular reference to the School's Improvement Plan.

- To ensure that the school's financial procedures comply with LA requirements.
- To monitor expenditure of the Pupil Premium funds and ensure evidence of its focused expenditure on the relevant students
- To monitor the administration of the School Fund in accordance with the LA's Unofficial Fund Procedures
- To carry out the Governing Body's responsibilities in relation to Health and Safety
- To carry out other finance and premises related tasks as delegated by the full Governing Body

### **Personnel Committee**

- To agree Performance Related Pay awards for staff
- To agree pay amendments and pay bands
- To make recommendations to the full Governing body on personnel priorities in the School Improvement Plan and monitor the implementation of the resulting actions
- To carry out other staffing related tasks as delegated by the full Governing Body.
- To review, update and monitor the impact of policies delegated to the Salaries and Personnel committee, in accordance with statutory responsibilities
- To make recommendations to the full Governing body on Salaries and Personnel priorities in the School Development Plan and monitor the implementation of the resulting actions
- To monitor the quality of teaching and learning
- To monitor the impact of CPD and the appraisal process
- Review staffing needs and structure

### **Student, Home and Community Committee**

- To review, update and monitor the impact of policies delegated to this committee, in accordance with statutory responsibilities
- To make recommendations to the Full Governing Body on committee priorities in the School Improvement Plan and monitor the implementation of the resulting actions
- To carry out the Governors' responsibilities for the prospectus
- To make recommendations on matters relating to the role of the school in the community, including public relations, marketing and engagement to benefit the provision for students
- To approve educational visits organised by the school
- To monitor the provision, engagement in and impact of the extended curriculum
- To monitor the provision for and impact of SMSC, WRL, PSHE and British Values
- To ensure that the Governors' responsibilities are met in relation to children with SEND needs
- To monitor the quality of arrangements for supporting the welfare of students
- To monitor student attendance and the impact on learning
- To monitor engagement of parents with the school
- To carry out other tasks related as delegated by the Governing Body.