

Fountaindale Governing Body - Terms of Reference for Committees 2017-8

Curriculum Committee

- To conduct the annual appraisal of the headteacher with the assistance of external adviser
- To adopt and review the Home School Agreement
- To agree and organise an annual governing body self-evaluation process
- To agree school session times taking into account recommended minimum weekly lesson time
- To approve and monitor the School Improvement/Development Plan
- To approve new policies or amendments to policies
- To approve the information required to be published on school website and ensure it is updated on a regular basis – at least annually
- To be involved in the formulation and review of school self-evaluation
- To be responsible for individual child's education
- To comply with the requirements of the Ofsted Inspection Framework
- To consider in detail any inspection report made by Ofsted or the Local Authority
- To decide which subject options should be taught having regard to resources and implement provision for flexibility in the curriculum (including activities outside school day)
- To ensure that recommendations following an Ofsted inspection are incorporated into the School Improvement/Development Plan
- To ensure that the delivery of sex education and RE are in line with the governors' policies and legal guidance
- To ensure that the national curriculum is in place
- To ensure the curriculum complies with the Equality Act legislation
- To monitor pupil achievement against set targets
- To monitor the arrangements for collective worship and monitor provision
- To monitor the arrangements for school visits/residentials
- To monitor the curriculum in respect of Special Needs provision, including Gifted and Talented pupils
- To prohibit political indoctrination of pupils and ensure a balanced treatment of political issues
- To receive school improvement information from the school, Local Authority and Ofsted
- To set targets for pupil achievement

Finance and General Purposes Committee

- To agree and organise an annual governing body self-evaluation process
- To approve leasing arrangements after consultation with Service Director, financial services, environment and resources
- To approve new policies or amendments to policies
- To approve the annual budget plan
- To approve the writing off of irrecoverable debts and the disposal of surplus and damaged equipment
- To be involved in the formulation and review of school self-evaluation
- To comply with the requirements of the Ofsted Inspection Framework
- To consider in detail any inspection report made by Ofsted or the Local Authority
- To consider the recommendations of the appraisal governors in relation to the headteacher's pay
- To determine and review any temporary pay allowances in line with the schools pay policy
- To determine arrangements for the accounts and the annual auditing of the school funds and to send audited accounts to CFCS internal audit
- To determine insurance arrangements
- To determine matters relating to health and safety and the security of the premises and its occupants
- To determine payments regarding petty cash
- To ensure that recommendations following an Ofsted inspection are incorporated into the School Improvement/Development Plan

To enter into contracts (above set financial limit)
To establish a charging and remissions policy for activities (non-national curriculum based)
To establish a lettings policy and ensure that health & safety and safer working requirements are met
To establish and monitor a governors' expenses scheme
To monitor actions following an Local Authority internal audit
To monitor and approve use of income from the sale of assets (Local Authority scheme for financing schools)
To monitor expenditure against the budget plan and agree adjustments as necessary
To operate the governing body's arrangements for obtaining quotations and inviting tenders (Local Authority scheme for financing schools)

Pupils and Personnel Committee

Ensure compliance with the exclusions related provisions of the Education & Inspections Act 2006
Monitor infant class sizes (if applicable)
To agree and monitor a training strategy for teachers, support staff and governors
To agree and organise an annual governing body self-evaluation process
To annually review the behaviour policy and receive regular reports on the use of exclusion in school in comparison with local and national data
To appoint a clerk to the Discipline Committee (who is not a governor or the headteacher)
To appoint all other staff
To approve new policies or amendments to policies
To be involved in the formulation and review of school self-evaluation
To carry out an annual review of safeguarding children and child protection policy and procedures and report to the Local Authority
To consider annually the Local Authority consultation on admission arrangements
To consider in detail any inspection report made by Ofsted or the Local Authority
To determine and review staffing structure including any temporary appointments in line with the fixed term agreement policy
To determine matters relating to health and safety and the security of the premises and its occupants
To determine the staffing complement of the school in line with the budget and requirements of the school
To ensure a designated teacher for looked after children has been appointed and reports to governing body at least once per year
To ensure a Single Central Record (SCR) Inc. safer recruitment vetting checks is constantly kept up to date in line with statutory requirements
To ensure that recommendations following an Ofsted inspection are incorporated into the School Improvement/Development Plan
To ensure that the appointment and conduct of all staff is in accordance with the requirements of 'Keeping Children Safe in Education' and that regular checks of the single central record (SCR) are undertaken to ensure statutory compliance
To ensure the appointment of all staff on the leadership spine are made and reviewed in line with the school pay policy, statutory regulations and, for support staff, the JE scheme adopted by the governing body
To establish a climate of good employee relations in the school and to systematically review the application of the schools' policies relating to staffing matters and to make recommendations for adoption/amendment of these to the full governing body
To establish an admissions policy (where pupils do not have a statement) acting with the Local Authority
To establish an admissions policy (where pupils have statements) – for Local Authority after consultation with the governing body

To hear appeals made by staff in relation to all staffing matters and to ensure that any hearing or appeal panels set up to consider staffing matters are properly convened
To implement the appraisal policy
To implement the Local Authority's admission arrangements including the co-ordinated admissions scheme
To manage the annual salary review, for all teachers and support staff ensuring that pay progression for all teachers is linked by evidence to appraisal/performance
To monitor and review pupil attendance
To monitor implementation of the pay policy
To review annually the appraisal policy
To review annually the school's pay policy

Pay Committee

To receive a report from the headteacher on pay progression for all teaching and support staff

Appraisal Governors

To conduct the annual appraisal of the headteacher with the assistance of external adviser

Governing Body

Changes to the Instrument of Government, including terms of office
Decision to federate/collaborate or form joint committees with other schools
Establish constitution, membership of committees and their remits, including selection panels for headteacher and deputy headteacher recruitment
Prior to the election of chair and vice-chair determine the date on which the term of office will end
Ratification of the appointment of a headteacher and deputy headteacher
Setting the Individual School Range (ISR)
To appoint an external adviser to support the appraisal governors in conducting the headteacher's appraisal process
To appoint and dismiss the clerk to governors
To appoint link or designated governors, for example appraisal, child protection and complaints
To appoint or remove a clerk to each committee. The clerk to a committee (but not the governing body) can be a governor, but not the headteacher
To appoint or remove community/co-opted, partnership, any appointed parent, any sponsor governors and associate members
To approve a written description of financial systems and procedures in line with the Local Authority's scheme for financing schools
To approve the school's Schools Financial Value Standard (SFVS)
To consider requests from other schools to join the federation
To consider the alteration, discontinuation or change of category of maintained schools (must be confirmed by governing body)
To consider whether or not to exercise delegation of functions to individuals or committees
To decide on additional attendance at full governors' meetings
To decide on the term of office for individual governors within the same category (subject to appointing authority) from Sept 2015
To decide the arrangements for full governing body meetings (legal minimum three per year)
To decide to offer additional activities under extended schools provision or to cease provision
To decide to recruit a new deputy headteacher, determine job description and IPR
To decide to recruit a new headteacher, determine job description and IPR
To determine the arrangements for the appointment of senior leadership team, including job description and pay range
To determine voting rights for associate members on committees
To determine whether or not to pay governor allowances for out of pocket expenses

To discharge duties in respect of pupils with special needs by appointing a “responsible person”

To elect or remove the chair

To elect or remove the vice-chair

To end the suspension of other staff

To end the suspension of the headteacher

To ensure that the school meets for 380 sessions in a school year

To establish the financial limits of delegated authority to enter into commitments and to authorise payments

To establish the governors’ register of pecuniary and business interests and oversee its maintenance

To leave a federation

To make recommendations on dismissal and consider dismissal payments/early retirement (seek advice from the Local Authority for community schools)

To participate in the school self-review process including the review of the governing body effectiveness

To regulate the procedures of meetings

To suspend any governor

To suspend the headteacher

To dismiss the headteacher