

## **Baines Endowed Primary School and Children's Centre, A Church of England Academy**

### **Committee Terms of Reference**

**Please note – these terms of reference are based on the NGA's model Terms of Reference (as written in black), but have been cross referenced with the Cidari's Scheme of Delegation (as written in orange). Items written in pink are no longer within the remit of the LGC and remain the responsibility of the Directors/CEO.**

#### **General Terms**

- To act on matters delegated by the Local Governing Committee.
- To liaise and consult with other committees where necessary.
- To contribute to the Academy Improvement Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions (see Annex A for information on the General Equality Duty).
- To consider recommendations from external reviews, e.g. Ofsted inspection or external audits, and agree, monitor and evaluate actions needed to address any issues identified.
- Constitution, membership and terms of reference must be reviewed by the Local Governing Committee on an annual basis.

#### **Membership**

- Each committee will consist of a minimum of four governors and the Headteacher (ex-officio member).
- Membership of the committee may include co-opted members, provided that a majority of members of the committee are governors.
- A chair of the committee will be appointed on an annual basis by the committee. In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
- A clerk to the committee will be appointed on an annual basis. The Headteacher cannot clerk any committee meetings, but a governor can clerk a meeting in the absence of the appointed clerk.

#### **Quorum**

- The quorum for committee meetings will be three governors, who are members of the committee, one of whom must not be employed to work at the school.

#### **Meetings**

- Meetings will be arranged on a termly basis (three times per year), with more meetings to be convened as required necessary by the majority of members.
- Committee meetings will not be open to the public, but minutes shall be made available on request.
- Attendees can be invited to attend a committee meeting where appropriate.
- Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- The draft minutes of each meeting will be circulated to the committee once confirmed by the committee chair and the Headteacher. Draft minutes will also be circulated with the agenda for the next ordinary meeting of the Local Governing Committee, with any key issues or decisions to be presented by the chair (or in his/her absence another members of the committee).
- Committees will receive reports from the school in sufficient detail to enable to undertake its strategic responsibilities for planning, monitoring and evaluation, linked to current school SEF and key priorities within the School/Academy Improvement Plans.

### **Voting**

- Any decisions taken must be determined by a majority of votes of committee members (governors and associate/co-opted members) present and voting – but no vote can be taken unless a majority of those present are governors.
- If there is an equal number of votes, the chair (or person acting as chair), provided that he/she is a governor, has a second (or casting) vote.

## Terms of Reference for the Resources Committee

### Delegated Powers

The Directors have delegated to the Local Governing Committee the responsibility to plan, manage and expend all monies received on account of the Academy for the purposes of the Academy, subject to such restrictions or other stipulations as the Directors may impose from time to time in respect of the Academy.

The committee has the power to make decisions on behalf of the Local Governing Committee, and in consultation with the Headteacher, in relation to areas of responsibility as detailed below, with a key focus on the following core function:

- **Overseeing the financial performance of the organisation and making sure its money is well spent**

### Financial Policy and Planning

- Ensure that proper procedures are put in place for the safeguarding of funds, and that the requirements of the Academies Financial Handbook are observed at all times, as well as any requirements and recommendations of the Directors and Secretary of State.
- Inform the Directors of any need for significant unplanned expenditure and discuss options with the Directors for identifying available funding.
- Establish, review and monitor appropriate risk management strategies, and at all times adopt financial prudence in managing the financial affairs of the Academy, in so far as these relate to responsibilities delegated to the Local Governing Committee.
- Offer advice (where required) on the Director's approval and planning of the Trust's business continuity/disaster recovery plan. Retain oversight and planning of any such plan relating to the Academy.
- Enter in to contracts on behalf of the Trust in so far as they relate to the Academy up to the value of £10,000.
- Written consent of the Directors must be sought for any contracts or expenditure for any single matter above £10,000.
- Use any voluntary (i.e. non grant) funds (including any restricted funds) raised by the Local Governing Committee for the purposes for which they have been raised. Proper accounts will be kept showing the receipt and use of such funds and the extent to which such funds are restricted.
- Ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy, and as recommended by the Pay Committee/Headteacher.
- Review and complete an annual financial efficiencies exercise (Benchmarking) to compare spending with other similar schools.
- Review, adopt and monitor all additional finance policies, including a charging and remissions policy.
- Review and propose to the Local Governing Committee for adoption an annual school budget, taking into account the priorities of the School/Academy Improvement Plan.
- Make decisions in respect of service level agreements.

### Financial Monitoring

- Monitor the income and expenditure throughout the year (**monthly reports**) of all delegated and devolved funds against the agreed annual budget plan.
- Subject to the local scheme of delegation, approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
- Report back to Local Governing Committee any concerns of potential problems or significant anomalies at an early date.
- The accounts of the Company shall be the responsibility of the Directors, but the Local Governing Committee shall provide such information about the finances of the Academy as often and in such format as the Directors shall reasonably require.

- Without prejudice to the above, the Local Governing Committee shall provide monthly management accounts to the Directors.
- Receive external auditors' reports and respond as appropriate to any audit findings.
- Subject to the local scheme of delegation, approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.

*As an academy and where delegated by the Trust:*

- Prepare the Trustees Report to form part of the Statutory Accounts of the Local Governing Committee, and for filing in accordance with Companies Act requirements.
- Recommend to the Trust the appointment or reappointment of the auditors.

### **Estate Management**

- Provide support and guidance for all matters relating to the maintenance and development of the buildings and facilities.
- Ensure that an annual inspection of the premises and grounds takes place and a report is received to identify and resolve any issues.
- Ensure professional surveys and emergency work is carried out as necessary.
- Offer advice (where required) to the CEO on the development of any mid to long term estate management strategy, including expansion of the Academy, that will identify the suitability of building and facilities in light of long term curriculum needs and availability of capital investment to ensure the buildings and facilities are maintained to a good standard.
- Establish and keep under review an Accessibility Plan and a Building Development Plan.

### **Health & Safety, including Risk Assessments**

- Provide support and guidance for all matters relating to Health and Safety.
- The Headteacher is authorised to commit expenditure without the prior approval of the committee/Local Governing Committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the Headteacher would normally be expected to consult the CEO/chair of governors at the earliest opportunity.
- Ensure the Local Governing Committee's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.
- Monitor and evaluate health and safety an emergency procedures, ensuring that necessary checks and risk assessments are carried out and action points are implemented.
- Review, adopt and monitor a Health & Safety Policy.

### **ICT and ICT Managed Service**

- Ensure that ICT is fit for purpose.
- Monitor the effectiveness of ICT provision across the school.

### **Staffing**

- ~~Establish and oversee~~ Monitor the operation of the school's Appraisal Policy, including arrangements and operation of the school's appraisal procedures for the Headteacher (to be carried out by a small appraisal sub-committee formed from members of this committee –terms of reference are as laid out in the academy appraisal policy).
- Be responsible for the administration and review of the Pay Policy (to be carried out by a small pay sub-committee formed from members of this committee – terms of reference are as laid out in the academy pay policy).
- Ensure staff selection procedures conform with safer recruitment practice and equalities legislation, and to recommend a review of these procedures as necessary.

- Consider and approve a staffing structure for the school at least annually in relation to the agreed budget and the Academy Improvement Plan.
- Establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.
- Ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
- Monitor approved staffing procedures including staff discipline and grievance, ensuring that all legal requirements and principles of good and fair employment practice are adhered to, and that staff and trade unions are consulted on.
- Offer advice to the CEO (where required) on any proposal to vary the agreed academy staffing structure/establishment.
- Offer advice to the Headteacher on the appointment/suspension/removal of teaching and non-teaching staff.
- Establish a Pay Policy for all categories of staff.
- Annually review procedures for dealing with staff discipline and grievances.
- In consultation with staff, to oversee any process leading to staff reductions.

### **Admission Arrangements**

- The Directors remain responsible for the setting and approval of the admissions policy, and no change will be made to the admissions criteria without the written consent of the Directors.
- Review, notify the LA and publish admission arrangements annually. A consultation will need to take place on any proposed changes to admission arrangements for a minimum period of six weeks between 01 October and 31 January.
- Ensure a waiting list is kept in relation to over-subscription, giving priority according to the set over-subscription criteria.
- Ensure admission arrangements, including appeals, for all pupils to the school are in line with the Admissions Code and Admissions Appeal Code.
- Set a Review the Pupil Admission Number (PAN) for the school.

## Terms of Reference for the Standards Committee

### Delegated Powers

The committee has the power to make decisions on behalf of the Local Governing Committee, and in consultation with the Headteacher, in relation to areas of responsibility as detailed below, with a key focus on the following core function:

- **Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff**

### Curriculum planning and delivery

- Review, monitor and evaluate the curriculum offer, **as agreed by Directors**, ensuring a broad and balanced curriculum is provided. **This will include ensuring the Church of England ethos and mission of the company is upheld.**
- **Approve the Academy Prospectus.**
- Recommend for approval to the CEO/Local Governing Committee the:
  - Self-evaluation form
  - Academy Improvement Plan
  - Targets for academy improvement
- Implement and monitor policies identified within the school's policy review programme and in accordance with its delegated powers:
  - **Prevent Policy**
  - **British Values**
  - Sex Education and Relationships (SRE)
  - Pupil Behaviour/Discipline

### Standards of Education

- Monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups, making relevant comparisons to national data and analysing trends.
- Monitor the effectiveness of any interventions, and establish where changes in provision are required.
- Monitor and evaluate provision for all groups of vulnerable children (e.g. Looked After Children, children eligible for Pupil Premium) and ensure all their needs have been identified and addressed.
- Evaluate the progress and achievement of all groups of vulnerable children, including the effectiveness of any intervention strategies.

### Quality of Teaching

- Monitor and evaluate the effectiveness of leadership and management.
- Monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement.
- Monitor and evaluate the impact of continuing professional development on improving staff performance.
- Monitor and evaluate how well teaching prepares pupils for the next stage of their education.

### Safeguarding

- Ensure that safeguarding requirements are met, including any recommendations made as a result of an audit of safeguarding arrangements.
- Receive termly reports from the Headteacher/Safeguarding Lead, and an annual report from the Safeguarding Governor (to be appointed from within this committee).

### **Inclusion**

- Monitor and evaluate the school's contribution to pupil well-being, including the extent to which pupils feel safe, are helped to keep themselves safe, adopt healthy lifestyles and contribute to the school and wider community.
- Monitor attendance, punctuality and behaviour patterns and trends.

### **SEN&D**

- Ensure that the requirements of children with special needs are met, as laid out in the Code of Practice.
- Review and monitor the Local Governing Committee the school's SEN&D Policy, and ensure the report, policy and school offer are published annually on the school website.
- Receive termly reports from the Headteacher/SENCO, and an annual report from the SEN Governor (where appointed).

### **Educational Trips**

- Oversee arrangements for educational visits, including the appointment of a named co-ordinator.

### **The following functions will be retained by the full Local Governing Committee:**

#### **Values & Ethos**

- Set and safeguard a school ethos of high expectations of everyone in the school community. This includes high expectations for the behaviour, progress and attainment of all pupils and for the conduct and professionalism of both staff and governors.
- Ensure school promotes the fundamental British values of democracy, the rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs.
- Ensure the school ethos is reflected and implemented effectively in school policy and practice and that there are effective risk assessments in place to safeguard and promote student welfare.

#### **Engagement**

- Take in to account the views of pupils on the educational provision offered by the school, and its impact on progress and achievement, and evaluate the ways in which the school actively responds to pupil views.
- Monitor the school's publicity, public presentation and relationships with parents and the wider community, including consideration of ways in which home-school links can be further developed.
- Monitor and evaluate the school's contribution to promoting community cohesion, considering ways in which community links and community use of the school can be improved.
- Monitor the effectiveness of partnerships with other schools, external agencies and the local community to improve the school, extend the curriculum and increase the range and quality of learning experience for pupils.
- Identify and celebrate pupil achievements.
- Ensure all statutory requirements for reporting and publicising information are met, and the school website content is compliant and presented in an accessible way.

## Occasional Committees

### Terms of Reference for Occasional Committees

The Terms of Reference for the following committees are laid out within the relevant policy document as adopted by the governing body, or within statutory guidance provided by the Department for Education:

- Performance management/staff appraisal
- Performance related pay
- Pupil Discipline/Exclusion
- Staff Discipline
- Staff Grievance
- Complaints

### Membership of Occasional Committees

Unless otherwise specified (Appraisal and Pay Sub-Committee), membership of occasional committees will be determined the clerk, who will appoint governors who are not considered to be 'tainted' in terms of any decision making required.

### Meetings of Occasional Committees

Meetings of occasional committees will be convened by the clerk as and when required.



## The General Equality Duty

A school **must** have due regard to the need to:

- a) Eliminate **discrimination, harassment, victimisation** and any other conduct that is prohibited by the Equalities Act 2010.
- b) Advance **equality of opportunity** between persons who share a relevant protected characteristic and persons who do not share it.
- c) **Foster good relations** between persons who share a relevant protected characteristic and persons who do not share it.

### Protected Characteristics

- Age (not pupils)
- Disability
- Ethnicity and race
- Gender
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Religion and belief
- Sexual identity and orientation