



At Moorhill Primary School, governors have adopted the National Governors' Association (NGA) Terms of Reference. November 2020.

## Committee Terms of Reference

Legislation, policies and procedures – policies and procedures

## General guidance – Terms of reference

Most governing bodies carry out much of their business through committees. The governing body decides the constitution, membership and terms of reference of all committees, and must review these annually.

At Moorhill, the committees are:

1. Curriculum and Standards
2. Finance and Personnel
3. Performance Management and Pay

Each committee must have a chair and a clerk. The headteacher cannot be the clerk to a committee but a governor can. At Moorhill, we have a separate clerk attending meetings to enable governors to better focus on school development.

The membership of a committee may include associate members, provided that a majority of members of the committee are governors. Even if they are not a member, the headteacher is entitled to attend all committee meetings.

## Quorum

For committee meetings, the quorum is a minimum of three governors who are members of the committee. The governing body can however specify its own higher limit. If a governing body does specify a higher limit, it is important to not set this too high - this may result in an increased likelihood of meetings not being able to take place where quorum is not met.

## Meetings

Meetings take place least termly for the Full Governing Body and for each committee, or more frequently if circumstances require. During the first period of school closure during the pandemic, for example, governors met frequently to discuss the covid-19 risk assessment and practices for safe opening.

In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number. In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher).

The draft minutes of each meeting are circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee). Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

## Terms of reference for the Finance and Personnel Committee

## General Terms

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To contribute to the School Improvement Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

## Quorum

- Committees are free to determine their own quorum, but as a minimum this must be not less than three governor members of the committee. Our current committee members are:

Ms C Worrall (Chair)

Mrs S Sindrey

Mrs H Hill

Miss R Holden

Mrs L Scotchmer (Associate)

Mrs J Trusler

In addition, the meetings are attended by:

Mrs K Asplin (Bursar)

Miss T Fletcher (Clerk)

## Meetings

- This committee meets termly, with information shared at Full Governing Body meetings.
- The Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher).
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in her absence another member of the committee).
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

## Financial policy and planning

- To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, headteacher and other nominated staff.
- To review, adopt and monitor all additional financial policies, including a charging and remissions policy.
- To establish and maintain a three year financial plan, taking into the account priorities of the School Improvement Plan, roll projection and signals from central government and the LA regarding future years' budgets, within the constraints of available information.
- To draft and propose to the governing body for adoption an annual school budget taking into account the priorities of the School Improvement Plan.
- To make decisions in respect of service level agreements.
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the headteacher.

## Financial monitoring

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- To receive at least termly budget monitoring reports from the bursar.

- To report back to each meeting of the full governing body and to alert them of potential problems or significant anomalies at an early date.
- To meet with other committees and provide them with the information they need to perform their duties, where appropriate.
- Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
- To review, complete and submit the School Financial Value Standard (SFVS).
- To undertake any remedial action identified as part of the SFVS. To receive and act upon any issues identified by a local authority audit.

## Premises

- To provide support and guidance for the governing body and the headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
- To inform the governing body of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing body.
- To arrange professional surveys and emergency work as necessary.
  - *The headteacher is authorised to commit expenditure without the prior approval of the 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 committee chair at the earliest opportunity.*
- To create a project committee where necessary to oversee any major developments.
- To establish and keep under review an Accessibility Plan and a Building Development Plan
- To review, adopt and monitor a Health and Safety policy.
- To ensure that the governing body'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.

## Staffing

- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.
- To establish and oversee the operation of the school's Appraisal Policy - including the arrangements and operation of the school's appraisal procedures for the Headteacher.
- To establish a Pay Policy for all categories of staff.
- To be responsible for the administration and review of the Pay Policy.
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the governing body for approval.
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- To recommend to the governing body staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
- In consultation with staff, to oversee any process leading to staff reductions.
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.

## Terms of reference for the Curriculum and Standards committee

### General Terms

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To contribute to the School Improvement Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

### Quorum

- Committees are free to determine their own quorum, but as a minimum this must be not less than three governor members of the committee.

Our committee consists of:

Ms C Worrall (Chair)

Mr R Worth

Mrs E Osborne

Mrs A Andrews (Staff Governor)

Mrs S Sindrey

Mrs L Banks (Associate)

Mrs L Scotchmer (Associate)

Also in attendance:

Miss T Fletcher (Clerk)

## Meetings

- This committee meets termly. Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher).
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in her absence another member of the committee).
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

## Curriculum planning and delivery

- To review, monitor and evaluate the curriculum offer.
- To recommend for approval to the full governing body the:
  - Self-evaluation form
  - School Improvement Plan
  - Targets for school improvement to the governing body
- To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. sex education and pupil behaviour/discipline).
- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the headteacher/SENCO and an annual report from the SEN governor(where appointed).

## Assessment and improvement

- To monitor and evaluate the effectiveness of leadership and management
- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement
- To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups
- To monitor and evaluate the impact of continuing professional development on improving staff performance
- To set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.

- To monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.
- To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively.
- To consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan.
- To ensure that all children have equal opportunities.
- To advise the resources committee on the relative funding priorities necessary to deliver the curriculum.

## Engagement

- To monitor the school's publicity, public presentation and relationships with the wider community.
- To identify and celebrate pupil achievements
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator.
- To ensure all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and presented in an accessible way