**St Peter’s CE(VA) Primary School**

Terms of Reference - Foundation Committee

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| **Purpose** |
| * The Foundation committee will review annually the vision for the school ensuring that it matches the strategic direct governors have decided upon.
* They will ensure that the curriculum both taught and pastoral is planned in a manner that ensures the ethos is fully embedded. This includes British values, SMSC and PSHE education.
* As part of the pastoral curriculum the governors in the Foundation committee will ensure that in school and cyber bullying is effectively dealt with so that all stakeholders are educated, protected and supported.
* The committee members will provide the link between the school and the local community and parish. Through this collaboration pupils will have access to guidance….
* Committee members can also share the interests, needs and wishes to the school ensuring that the school is a vital part of community life.
* In their role as governors the Foundation committee will take responsibility for admissions to the school.
* Create, consult on, determine and monitor the Admissions Policy for the school.
* Decide which children from lists provided by the Local Authority will be offered a place at their school. Occasions may include; main admissions round applications; in year applications. Also ensuring the Local Authority of made aware of those decisions so the Local Authority can offer the place to the parent.
* Administer any Admission Appeals brought by parents including training and appointing panel members; appointing a clerk to manage the hearing; providing neutral venues for hearings; appointing a presenting officer for the school; adhering to the Admission Appeals Code;
* Governors also support the headteacher in ensuring a high attendance rate at school. This includes creating and monitoring the policy ensuring that local procedures in place have an impact.
* The Foundation committee will work with the headteacher ensuring there is an effective behaviour policy in place that complies with the Equality act, is fairly administered, and reduces negative behaviour in school.
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| **Meetings** |
| Meetings will be held once a term. Minutes will always be taken and shared with the full governing body. |
| **Membership** | **Quorum** |
| Four governors will sit on the committee as well as the headteacher. The vicar of the parish will automatically sit on this committee. Non-members may be invited to attend and speak, but not to vote. The chair of the committee will be chosen by chair of governors. | Three Governors including the Head. |
| **Monitoring** | **Policies and Compliance** |
| Attendance dataBehaviour and effort dataCollective worshipClarity of ethos and visionChristian distinctiveness Parent questionnaires | SRE Policy – 2/3 yearsHome school agreement inc uniform– 2/3 yearsAttendance policy – 3/4 yearsBehaviour policy – yearlyAnti-bullying – 3 yearsCollective worship – 3/4 yearsSubject policies – 3/4 yearsAdmissions – AnnuallyEducational visits – 3/4 yearsFacebook policy - 3/4 yearsTeaching and learning – 3/4 years |

**St Peter’s CE(VA) Primary School**

Terms of Reference - Finance Committee

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| **Purpose** |
| * To guide and assist the Head and the Governing Body in all budgeting and financial matters.
* To prepare and review financial policy statements, including consideration of long term planning and researching.
* To draw up and present an annual budget for the Governing Body’s approval, taking account of the agreed priorities of the School Development/Improvement Plan.
* To monitor the budget over the year, report the financial situation each term and make recommendations to the Governing Body where necessary.
* To agree the level of delegation to the Head for the day-to-day financial management of the school.
* To consider and authorise virement between budget heading within an agreed limit.
* To liaise and consult with other committees where necessary.
* To monitor the income and expenditure of all public funds, to receive and where appropriate respond to any audit reports of these.
* To audit all non-public funds for presentation to the Governing Body.
* It will draft and keep under review the staffing structure.
* It will oversee the salary policy in line with statutory requirements for all categories of staff.
* It will oversee the appointment procedure for all staff.
* It will oversee the budgetary aspects of the Performance Management policy for all relevant staff.
* It will oversee the process leading to any staff reductions.
* It will keep staff working conditions under review.
* It will monitor and review personnel-related expenditure.
* It will consider any appeal against a decision on pay grading or pay awards.
* To analyse and agree to spending for pupil premium funding, sports premium funding and COVID catch up grant.
* To ensure website compliance
* Challenge – checking why and how any service is provided, and if it is really needed and wanted by the school.
* Compare – considering how the school’s performance and service compare with other similar schools.
* Consult – ensuring that the views of stakeholders are represented when discussing major services provided by the school.
* Compete – ensuring that the school secures efficient and effective services of appropriate quality.
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| **Meetings** |
| Meetings will be held once a term. Minutes will always be taken and shared with the full governing body. |
| **Membership** | **Quorum** |
| Four governors will sit on the committee as well as the headteacher. The school does not have associate members. The chair of the committee will be chosen by chair of governors. | Three Governors including the Head. |
| **Monitoring** | **Policies and Compliance** |
| Staffing structureBudget updates Local proceduresWebsite complianceFinancial performancePerformance management BenchmarkingGDPR | Charging and Remissions – yearlyPerformance improvement- 3 yearsWebsite complianceGovernor’s allowances |
| **Current Members** |
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**St Peter’s CE(VA) Primary School**

Terms of Reference – Health and Safety Committee

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| **Purpose** |
| * To provide support and guidance for the Head on all matters relating to the premises and grounds.
* To inspect the premises and grounds termly and prepare a statement of priorities for maintenance and development for the approval of the governing body.
* To complete link governor assessment forms on different arear of H&S
* To approve the costs and arrangements for maintenance, repairs and redecoration within the budget allocations.
* To oversee the preparation and implementation of contracts.
* To ensure that the governing body's responsibilities regarding litter are discharged according to the Environmental Protection Act 1990.
* To prepare a letting and charges policy for the approval of the governing body, and to monitor its implementation.
* To ensure any necessary liaison with the LEA and Diocese regarding premises issues.
* To ensure the school has access to appropriate advice.
* To ensure that members of the school have appropriate training to fulfil their duties.
* To undertake checks on site technician and contractors ensuring effective H&S
* To monitor the essential checks – H&S audit, Premises audit, fire risk assessment.
* Review H&S policy
* Ensure the safeguarding statutory obligations of the Governing body are undertaken.
* For one member of the governing body to be trained in safer recruitments.
* To monitor safer recruitment checks / single central record.
* To ensure staff well being is a key priority.
* To monitor risk assessments.
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| **Meetings** |
| Meetings will be held once a term. Minutes will always be taken and shared with the full governing body. |
| **Membership** | **Quorum** |
| Four governors will sit on the committee as well as the headteacher. Non-members may be invited to attend and speak, but not to vote. The chair of the committee will be chosen by chair of governors. | Three Governors including the Head. |
| **Monitoring** | **Policies and Compliance** |
| Single centrally record – termlySite technician recordsPremises checklistH&S AuditFire Risk assessmentLocal proceduresSafeguarding procedures inc safer recruitmentRelevant action plans | Health and Safety – AnnuallyAccessibility plan – 3 yearsIntimate care – 3 yearsAcceptable use – AnnuallyOnline Safety - 3/4 yearsWhistleblowing - 3/4 yearsLooked after children – 3 yearsLettings – 3 years |
| **Current Members** |
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**St Peter’s CE(VA) Primary School**

Terms of Reference – Full Governors

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| **Purpose** |
| * Set the vision, ethos and strategic direction for the school
* Monitor evaluate and recommend actions to the School Strategic Plan
* Use feedback to strengthen the school further in light of inspections and visits, such as Ofsted and SIAMS
* Ensure there is an established policy for every aspect of school life and ensure these policies are reviewed on a regular basis
* Agree the school budget
* Be aware of the requirements for teaching and learning within the curriculum (including those with SEN) and will delegate to the Head Teacher the responsibility for ensuring that those requirements are met
* Review changes to the curriculum
* Monitor data on pupil progress and support School strategic and improvement strategies
* Deal with matters concerning the reinstatement of excluded (suspended or expelled) pupils.
* Monitor the performance management process of all staff including the Head Teacher
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| **Meetings** |
| Meetings will be held once a term. Minutes will always be taken and shared with the full governing body. |
| **Membership** | **Quorum** |
| Four governors will sit on the committee as well as the headteacher. The vicar of the parish will automatically sit on this committee. Non-members may be invited to attend and speak, but not to vote.  | Three Governors including the Head. |
| **Monitoring** | **Policies and Compliance** |
| Educational performanceStrategic visionChristian distinctivenessSchool EthosSchool BudgetEffectiveness of School Improvement Plan against key performance indicators.Targets set | Capability of staff / performance improvement – 3 yearsSEND – AnnuallyTeacher Appraisal – 2/3 yearsTeachers pay – AnnuallyData protection – 3 yearsComplaints procedure – 3/4 yearsFreedom of Information – 2/3 yearsGovernor code of conduct – Equality information and objectives – 3 yearsSafeguarding / Child protection – AnnuallyAssessment – 3/4 yearsManaging attendance at work – 3/4 yearsTeachers standardsData protectionInstrument of governmentRegister of business interests - AnnuallyStaff code of conduct- 2/3 years |
| **Current Members** |
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**St Peter’s CE(VA) Primary School**

Role Description – Link Governors

**Link Governor Job Descriptions**

The general job description of a link Governor is to attend meetings and/or visits on behalf of the Governing Body and to report back in writing to the Governing Body. Link Governors will attend meetings or visits once per term unless otherwise specified in their specific job description. It is not expected that link governors will cover all areas in each visit; rather that through termly visits focussed on key criteria they will cover all aspects within an academic year.

**Subject Link Governor**

Liaising with the subject leader. The subject link governor will undertake a number activities and have an overview of the following:-

* Standards in the subject
* Strengths and weaknesses in the subject
* The intent and implementation expectations
* Long term plans
* Action plans
* Key performance indicators
* Pupils opinions
* Website subject content
* Staff training

**SEND / LAC Governor**

Liaising with the SENCO for Curriculum to understand how St Peter’s meets the needs of all learners, the SEND Governor need to have an overview of the following:-

• To ensure the school’s practice follows its policies

• Pedagogy (Teachers’ understanding of how each child learns and how best to teach them)

• Assessment

• Teaching (through joint observations)

• Use of additional adults (through an understanding/monitoring of support staff appraisal and looking at What Learning Looks Like)

• PLPs

• EHC Plans

• School Based Clinics

• MDT Impact

• Early Intervention

• Parent Involvement

• Transitions

• Information on the website regarding local offer, SEND & accessibility

• Teaching & Learning Policy & Implementation

**Health & Safety Governor**

Liaising with the Premises manager

• To conduct termly H&S inspections with the Premises Team, covering the whole site in a year

• When appropriate, keeping the Governing Body informed of any issues

• To attend LA training where appropriate

• To receive the annual H&S audit via the Head, and to follow up any actions within a reasonable timeframe

• To ensure the school’s practice follows its policies

• Over the course of an academic year, to monitor or understand the monitoring arrangements for the following:

1) Car Park

2) Specialist Equipment & Environments

5) Food Technology

6) PAT Testing

7) Fire Policies & Procedures

9) Security Policy & Implementation

10)Incident & Accident Reporting – together with the Principal Premises Officer, looking in more detail at random samples, specific periods of time or specific examples e.g. NQT compared with experienced teacher.

**Safeguarding Governor**

To receive the annual confidential Safeguarding Report to Governors & inform the Full Governing Body of any actions arising from it. To attend safeguarding training, including designated governor training as well as any additional training the school, the Governing Body or statute requires. To ensure the school’s practice follows its policies. Through liaising with the designated safeguarding leads, within the course of a year to have an understanding of/monitor:-

* Safeguarding Policy & implementation
* Training (including ensuring at least 1 governor have had safer recruitment training)
* Whistleblowing Policy
* Record Keeping
* The Single Central Record (including ensuring all staff have signed to confirm they have received & understood Safeguarding Policy)
* Behaviour Management Policy & Implementation
* Safe Moving & Handling Policy & Implementation
* Individual Risk Assessments
* eSafety Policy & Implementation
* Mobile Phone Policy & Implementation
* Supporting Children with Medical Needs Policy, procedures and practical management in class
* Dysphagia Policy & Implementation
* Child Protection – what happens when school refers, but the threshold for further referral is not met
* Clinical Services – how they work and their impact
* Additional safeguarding requirements for EYFS

**Assessment Governor**

To liaise with assessment lead and SLT to scrutinise the termly data. To feedback to the governing body information on impact of the curriculum. To attend relevant training. To have an understanding of / monitor:-

* Yearly headline data
* Targets set and progress towards them
* End of key stage data reports – raiseonline, ISDR etc
* An overview of data in Foundation subjects.
* Trends in data
* Particular groups data.