

## *St. Michael's C.E. Primary School*

# **TERMS OF REFERENCE FOR GOVERNOR COMMITTEES**

### *1. Membership and chairing*

Unless otherwise specified each committee will consist of a minimum of five governors. The Chair of Governors, and Head teacher will attend each meeting. The clerk to the Governing body will attend the Full Governing Body meetings and Finance & Staffing Committee meetings.

Each committee ideally should have a different Chair. The Chair will be elected at the first committee meeting of the Autumn term. In the absence of the Chair another member will be invited to be the acting Chair. Regulations require that a minute taker will be invited by the Chair to take appropriate minutes.

The teaching staff representative will be expected to attend and contribute to the Curriculum/Pastoral committee. It is not appropriate for any staff representative to attend the Staffing committee apart from the Head teacher.

Mrs McDonald will be expected to attend the Finance committee meetings as she has responsibility for the day to day management of the school budgets.

Any committee may also invite as appropriate other Associate Members or other people. However, they are excluded from any voting rights.

### *2. Voting and quorums*

Only Governors can vote on a resolution. Each committee will determine its own quorum, however a minimum of three Governors must be present.

### *3. Minutes and meetings*

There will be one full Governing Body meeting convened each term, usually close to the start. In the course of the term three committee meetings will be held. These dates will be provisionally confirmed at the first full meeting. The committees are:

- Curriculum and Pastoral
- Finance and Staffing
- Buildings and Grounds

Minutes of the meetings will record those present, the date and any decisions, action points and recommendations. Any recommendations must be written in such a way to offer the Governing Body a clear proposal /alternatives or reasons why a decision has been ratified.

Details of Committee meetings will be circulated by email, seven days prior to each meeting. Further information can be located on the school website which is managed by Mrs McDonald.

The Clerk of each meeting is responsible for ensuring that the minutes are available for perusal at the next full Governing Body and that a copy is sent to school to be retained in the Minutes' file. Once again, these will normally be sent by email. The Clerk will also be responsible for displaying the minutes of the Full Governing Body on the information board once these have been agreed and signed.

Any item classified as confidential will not be available (this includes any freedom of information request)

### *4. Functions*

The Committee will consider matters as established in the Terms of Reference, taking advice as appropriate from Governor Services, legal services and any other professional body. At the beginning of the academic year each committee will ratify the Terms of Reference.

For any committee (apart from Finance) any decision incurring large expenditure i.e. over £5,000 should be referred back to Finance.

## *5 Procedures and training*

All Governors are expected to adhere to the Governors' Code of Conduct provided by the LA Governor Services and NGA. Any breach of these standards may result in being dismissed or barred from attending. All Governors must also comply with the Register of Business Interests which is circulated at the first full Governing Body meeting of the academic year. At the start of subsequent meetings, Governors will be asked to declare any business interest in any items on the agenda. Members of the Governing Body should endeavour to attend appropriate training and develop their knowledge and skills.

### *COMMITTEE DEALING WITH FINANCE AND STAFFING*

- To draft and review the pay policy and to determine appropriate pay provisions and differentials in accordance with the School Teachers' Pay and Conditions document.
- To review the performance policy and structures
- To review annually the staffing structure of the school and consider this in relation to the School Improvement Plan.
- To undertake interviews (where appropriate) for staff members including safe recruitment practice
- To undertake any review as considered necessary on personnel matters.
- To approve all appropriate HR policies as recommended by the LA including discipline, grievance, redundancy etc. To liaise with Capita, our HR provider, on matters of interest and concern.
- To review financial policy documentation and prepare and monitor regularly the school budget plan.
- To monitor closely the impact of the school budget on educational standards.
- To prepare a long term financial projection of the school and to consider the school profile.
- To monitor expenditure of all voluntary funds
- To authorise the monitoring of all external reports including LA financial audits and to ensure the school is compliant.
- To consider ideas for generating additional income for the benefit of the pupils.
- To liaise with both the LA and DFE on all areas of finance this includes completing the Schools Financial Value Standard (SFVS).
- To undertake regularly an internal audit of the financial skills of the committee.
- To authorise additional expenditure subject to ensuring this will benefit the educational opportunities of the children.
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### *COMMITTEE DEALING WITH BUILDINGS AND GROUNDS*

- To provide support and guidance for the Head teacher on all matters pertaining to school premises and grounds, health and safety and general security.
- To identify any areas which require improving and to consider costs and a timetabled plan of action.
- To liaise with LA and DFE on any external report relating to our school including condition surveys etc.
- To seek advice (and funding) from the LA if required for maintenance and capital works programmes.
- To review appropriate policies relating to the school premises. These include lettings and charging policies.
- To ensure strict procedures for the building are adhered to all user groups i.e. use of fire exits etc.
- To ensure appropriate insurances are in place for public liability and premise.
- To review the premises to ensure they meet national standards for disability access.

## **COMMITTEE DEALING WITH CURRICULUM AND PASTORAL**

- To advise the Governing Body on the school curriculum and wider educational standards.
- To consider the pastoral support available to both pupils and staff.
- To monitor and evaluate the new proposed curriculum for September 2014 and evaluate the effect of its implementation on standards.
- To question school staff including, middle leaders, and to evaluate staffing structures and how these impact on standards.
- To review and monitor a range of school policies and to evaluate the impact these are having including child protection, special needs, collective worship, pupil premium etc.
- To consider and review actions taken from the most recent OFSTED report.
- To consider appropriate benchmarking data including Raiseonline etc.
- To monitor very closely the progress of the School Improvement Plan
- To receive and consider annually the report from the Head teacher on educational standards.
- In conjunction with school staff to visit school with a specific focus and complete a monitoring report to be considered by the Governing Body.

## **ADDITIONAL COMMITTEES**

Should the need arise, the Chair of Governors, via the Clerk, may convene any of the following committees.

### **STAFF GRIEVANCE COMMITTEE**

*Membership: Three Governors*

*Quorum: Three*

To consider matters relating to staff grievance in accordance with agreed procedures and to make such decisions as fall to it to make under those procedures

### **APPEALS COMMITTEE**

*Membership: Three Governors*

*Quorum: Three*

To hear appeals against decisions of the Staff Grievance Committee about staff grievances, in accordance with agreed procedures

To hear appeals against decisions by the Head teacher in relation to staff discipline and dismissal

To make any determination or decision under the Governing Body's Complaints Procedure

### **PUPIL DISCIPLINE COMMITTEE**

*Membership: Three Governors*

*Quorum: Three*

In accordance with the statutory requirements, to consider the actions of the Head teacher in excluding a pupil, to consider representations made by parents/ carers and, if appropriate, to determine whether the pupil is to be reinstated.