Adopted by South Street Community Primary School 12/11/2024

LA Model Terms of Reference for committees (maintained) – September 2024

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Regulations - Guidance note

The following text is from Part 5, pages 9-11 of "The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013" and covers the regulations on committees for governing bodies.

Application of this Part

21. This Part does not apply to any committee established by the governing body to exercise functions relating to the appointment, grievance, conduct and discipline, capability, suspension or dismissal of individual members of the school staff.

Establishment of committees of the governing body

22.—(1) The governing body must determine the constitution, membership and terms of reference of any committee they decide to establish and review them annually.
(2) The quorum for any meeting of a committee must be determined by that committee, but in any event must be not less than three governors who are members of the committee.
(3) A chair must be appointed annually to each committee by the governing body or elected by the committee, as determined by the governing body.
(4) The governing body may remove the chair to any committee from office at any time.

Clerks to committees

23.—(1) This regulation is without prejudice to any rights and liabilities which the clerk may have under any contract with the governing body or with the local authority.
(2) The governing body must appoint a clerk to each committee established by it, who must not be the head teacher of the school.
(3) Notwithstanding paragraph (2), the committee may, if the clerk fails to attend a meeting of theirs, appoint any one of their number (who is not the head teacher) to act as a clerk for the purposes of that meeting.
(4) The governing body may remove any clerk appointed to any of their committees from office at any time.
(5) A clerk appointed to a committee of the governing body must—

(a) convene meetings of the committee;

(b) attend meetings of the committee and ensure that minutes of the proceedings are drawn up; and

(c) perform such other tasks with respect to that committee as may be determined by the governing body from time to time.

Associate members

24.—(1) The membership of any committee may include associate members.
(2) Subject to paragraph (3), an associate member has such voting rights in a committee to which that person is appointed as are determined by the governing body.
(3) An associate member may not vote on any business transacted by any committee unless the associate member is aged over 18.
(4) An associate member may be removed from office by the governing body at any time.

Rights of persons to attend meetings of committees

25.—(1) Subject to regulation 16 and to Schedule 1 the following persons are entitled to attend any meeting of a committee—

(a) any member of the committee, provided that the member of the committee is not a governor who has been suspended in accordance with regulation 17;

(b) the head teacher of the school, whether or not that person is a member of the committee;

(c) the clerk to the committee; and

(d) such other persons as the governing body or the committee may determine.

(2) A committee may exclude an associate member from any part of its meeting which the associate member is otherwise entitled to attend when the business under consideration concerns an individual member of staff or pupil.

Meetings of committees

26.—(1) Meetings of a committee are to be convened by the clerk to that committee who, when exercising this function, must comply with any direction given by—

(a) the governing body;

(b) the chair of the committee, so far as such direction is not inconsistent with any direction given under sub-paragraph (a).

(2) Subject to any direction given in accordance with paragraph (1), at least seven clear days in advance the clerk must give to each member of the committee and to the head teacher (whether or not that person is a member of the committee)—

(a) written notice of the meeting; and

(b) a copy of the agenda for the meeting, provided that where the chair of the committee so determines on the ground that there are matters demanding urgent consideration, it will be sufficient if the written notice of the meeting states that fact and the notice and agenda are given within such shorter periods as the chair directs.

(3) The proceedings of a committee will not be invalidated by—

(a) any vacancy among their number; or

(b) any defect in the appointment of any member of the committee.

(4) No vote on any matter may be taken at any meeting of a committee unless the majority of members of the committee present are governors.

(5) Every question to be decided at a meeting of a committee must be determined by a majority of the votes of the members of the committee present and voting on the question.

(6) Where there is an equal division of votes the person who is acting as chair for the purposes of the meeting will have a second or casting vote, provided that such person is a governor.

(7) Minutes of the proceedings of a meeting of a committee must be drawn up by the clerk to the committee or the person acting as the clerk for the purposes of the meeting; and must be signed (subject to the approval of the committee) by the chair at the next meeting of the committee.

(8) Subject to paragraph (9) the committee must, as soon as reasonably practicable, make available for inspection by any interested person a copy of—

(a) the agenda for every committee meeting;

(b) the signed minutes of every such meeting; and

(c) any report or other paper considered at any such meeting.

(9) The committee may exclude from any item required to be made available in pursuance of paragraph (8) any material relating to—

(a) a named person who works, or who it is proposed should work, at the school;

(b) a named pupil at, or candidate for admission to the school;

(c) any other matter that, by reason of its nature, the committee is satisfied should remain confidential.

CURRICULUM & STANDARDS / CURRICULUM & ACHIEVEMENT (delete as applicable) COMMITTEE - TERMS OF REFERENCE

1. Membership

The membership of the Committee shall be not less than three governors.

2. Quorum

The quorum for meetings of the Committee shall be three governors, who are members of the committee.

3. Frequency of Meetings

The Committee shall meet at least once per term.

4. Delegated Functions

4.1 To review, monitor and evaluate the curriculum offer.

4.2 To monitor school based, local and national performance data and reports, evaluating achievement and progress, and analysing the performance of different groups and subjects including any underachieving groups.

4.3 To monitor and evaluate the impact of the priorities identified in the School Improvement Plan which relate to the committee's areas of operation.

4.4 To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement.

4.5 To monitor the provision for and evaluate the progress and attainment of vulnerable groups e.g. children eligible for FSM, looked after children, young carers, to ensure all their needs have been identified and addressed, and to evaluate the effectiveness of intervention strategies.

4.6 To ensure that the requirements of children with special educational needs are met, as laid out in the Code of Practice, and receive termly reports from the Headteacher and/or SENCO.

4.7 To ensure that the school meets the General and Specific Equality Duties in relation to teaching and learning, curriculum, achievement and progress.

4.8 To monitor and review pupil attendance and exclusions information, and to evaluate strategies to improve these areas.

4.9 To ensure that the school's provision for pupils' spiritual, moral, social and cultural education is effective in helping pupils to develop in this area, including pupils with SEND.

4.10 To ensure that Relationships Education (Primary)/Relationships and Sex Education (RSE) (Secondary) and Health Education lessons are effective and ensure that the school can fulfil its legal obligations, and that clear information is provided for parents on the subject content and the right to request that their child is withdrawn.

4.11 To advise the Resources committee on the relative funding priorities necessary to deliver the curriculum.

4.12 To oversee the school's contribution to pupil well-being, including the extent to which pupils feel safe, adopt healthy lifestyles and contribute to the school and wider community (including but not limited to the monitoring of Pupil Voice and pupil survey results).

4.13 To monitor and evaluate the engagement of and communication with parents and parental views (including but not limited to the review of parent survey results) and how these are taken into account, and consider ways in which home-school links can be further developed, making appropriate recommendations.

4.14 To monitor community links and community use of the school, and evaluate the school's contribution to promoting community cohesion.

4.15 To be satisfied that the school is compliant in following the statutory guidance on the cost of school uniforms, particularly when developing and implementing a statutory School Uniform Policy.

4.16 To ensure all statutory requirements for reporting and publishing information in an accessible way on the school website are met, and to review and monitor the school website to ensure that it is kept up-to-date.

4.17 To monitor the provision of the Early Years Foundation Stage, and to ensure that the required policies and procedures for both learning and development and safeguarding and welfare provision for children from birth to five are in place (separate policies for EYFS are not required where procedures are already covered in existing whole school policies) (Nursery and Primary schools only).

4.18 To review careers education to ensure it is fit for purpose (Secondary schools only).

4.19 To monitor the range of the extended school offer (including out of hours clubs) and evaluate its impact.

4.20 To oversee arrangements for educational visits and to approve high risk educational visits.

4.21 To monitor and review safeguarding incidents and practice within the school, including how the Child Protection Policy adopted by the governing body is being implemented and the impact of any changes in safeguarding personnel, and to ensure key aspects of Keeping Children Safe in Education are implemented.

4.22 To monitor the implementation of, and evaluate the outcomes of, the Behaviour Policy.

5. Policies

Statutory

5.1 To ensure a School Attendance Policy is established and adopted, and is reviewed and re-adopted annually.

5.2 To ensure a School Exclusions Policy is established and adopted, and is reviewed and re-adopted annually.

5.3 To ensure a School Uniform Policy is established and adopted, and is reviewed and re-adopted annually.

5.4 To ensure a Relationships and Sex Education and Health Education Policy is established and adopted, and is reviewed and re-adopted annually (not required for Nursery schools).

5.5 To ensure a Careers Guidance Policy is established and adopted, and is reviewed and re-adopted annually (Secondary schools only).

5.6 To ensure an Equality Objectives Policy is established and adopted, and is reviewed and re-adopted every four years.

6. Reporting to the Governing Body

6.1 The Committee clerk will send the minutes (or draft minutes, if they are still awaiting approval at the next committee meeting) of its meetings to the clerk of the Governing Body for inclusion with the agenda of the next meeting of the Governing Body.

6.2 The Committee Chair (or, if the Committee Chair is not present at the full Governing Body meeting, any other member of the Committee who was present at the Committee meeting) shall report to the Governing Body on any actions undertaken by the committee, as delegated to the Committee by the Governing Body, including but not limited to the approval of any policies.

RESOURCES COMMITTEE - TERMS OF REFERENCE

1. Membership

The membership of the Committee shall consist of not less than three governors.

2. Quorum

The quorum for meetings of the Committee shall be three governors, who are members of the committee.

3. Frequency of Meetings

The Committee shall meet at least once per term.

4. Delegated Functions

Finance

4.1 To oversee the preparation of the annual budget plan and ensure it links to the school development plan priorities, and to approve the annual budget.

4.2 To establish and maintain a three-year financial plan, taking into account priorities identified in the School Improvement Plan, the impact of potential changes in the number of pupils on roll, and any central government or local authority initiatives.

4.3 To receive three multi-year budget monitoring reports each year from the Headteacher (with three additional reports provided to the Headteacher) monitoring income and expenditure against the annual budget plan.

4.4 To ensure any expenditure, or any virements between budget heads, are in accordance with the levels set and in accordance with the LA's Scheme for Financing Schools and the School's Scheme of Delegation.

4.5 To approve any Service Level Agreements that exceed the Chair of Governors/Vice Chair of Governors and Headteacher's delegated expenditure limit.

4.6 To monitor the impact of the use of any additional grants, including but not limited to P.E. & Sports Premium (Primary schools only) and Pupil Premium funding.

4.7 To review any local authority audit report and to act upon any issues identified or recommendations made in such reports, and to then monitor the implementation of the agreed audit recommendations.

4.8 To review value for money and benchmarking information on an annual basis, and to then receive an annual improved use of resources report.

4.9 To ensure the school have made arrangements for the annual audit of the school fund, and to send a statement to finance within 3 months of the end of the financial year (this cannot be audited by governors).

Premises, Health & Safety

4.10 To provide support and guidance for the governing body and the Headteacher on all matters relating to the maintenance, development and repair of equipment and the premises and grounds, including health and safety issues.

4.11 To comply with and support the Headteacher to implement competent health and safety advice.

4.12 To receive and review reports in order to ensure the school is compliant with statutory health and safety regulations.

4.13 To review the premises elements of the Accessibility Plan.

4.14 To ensure that at least an annual inspection of the premises and grounds takes place and a cyclical maintenance plan is received identifying any issues, and to monitor the completion of any priorities for maintenance and development.

4.15 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).

4.16 To ensure that a review of the fire risk assessment is carried out in line with recommendations from the fire risk assessor.

4.17 To ensure that the Corporate, Education and school's own Health & Safety policies are brought to the attention of the committee.

4.18 To be aware of any safety alerts that are issued to schools and ensure that appropriate action is implemented.

4.19 To be aware of any significant incidents that have occurred in the school, and support the Headteacher with managing these.

4.20 To monitor the actions on the school's Health & Safety action plan.

4.21 To receive regular reports on compliance with the school food standards as well as take-up of school lunches and financial aspects of school food provision.

4.22 To ensure that where the school facilities/premises are used by external organisations or individuals (for example to community groups, sports associations, and service providers to run community or extra-curricular activities), appropriate arrangements are in place to keep children safe.

Staffing

4.23 To approve and review the staffing structure (both teaching and non-teaching) for the school, and to ensure that the school is staffed sufficiently to meet the requirements of the School Improvement Plan and the effective operation of the school (taking into account the financial position of the school).

4.24 To ensure that the school's Single Central Record of Recruitment and Vetting Checks is up-to-date, and that it is monitored by a governor periodically.

4.25 In consultation with staff, to oversee any restructure process leading to staff reduction or redundancy.

4.26 To consider requests made in line with staffing policies (secondment, flexible working, leave of absence, compressed hours).

4.27 To monitor staff attendance and staff absence levels.

4.28 To ensure that provision is made for the continuing professional development (CPD) of staff.

4.29 To monitor the outcomes of the performance management process for staff, including the Headteacher.

4.30 To monitor and evaluate the engagement with staff and staff views (including but not limited to the review of staff survey results).

Pay

4.31 To carry out an annual salary review of teaching staff (and if appropriate other staff) working at the school and to consider and determine recommendations for performance-related pay awards for teaching staff, the Headteacher and Deputy/Assistant Headteachers.

5. Policies

Statutory

5.1 To ensure a Charging & Remissions Policy is established and adopted, and is reviewed and re-adopted annually.

5.2 To ensure a Governors' Allowances Policy is established and adopted, and is reviewed and re-adopted annually.

5.3 To ensure a Health & Safety Policy is established and adopted, and is reviewed and re-adopted annually.

5.4 To ensure a Pay Policy is established and adopted, and is reviewed and re-adopted annually.

5.5 To ensure a Premises Management Policy is established and adopted, and is reviewed and re-adopted annually.

5.6 To ensure a Staff Behaviour Policy is established and adopted, and is reviewed and re-adopted annually.

5.7 To ensure a Staff Capability Policy is established and adopted, and is reviewed and re-adopted annually.

5.8 To ensure a Staff Capability Policy (sickness absence) is established and adopted, and is reviewed and re-adopted annually.

5.9 To ensure a Staff Disciplinary Policy is established and adopted, and is reviewed and re-adopted annually.

5.10 To ensure a Staff Grievance Policy is established and adopted, and is reviewed and re-adopted annually.

5.11 To ensure a Support for Pupils with Medical Conditions Policy is established and adopted, and is reviewed and re-adopted annually.

5.12 To ensure a Teacher Appraisal Policy is established and adopted, and is reviewed and re-adopted annually.

<u>Non-statutory - Gateshead – LA/Audit requirement</u>

5.13 To ensure a Financial Scheme of Delegation that clearly defines the responsibilities of the Governing Body, Headteacher and school staff for the financial, human and asset resource management of the school is established and adopted, and is reviewed and re-adopted annually.

5.14 To ensure a Handling Allegations of Abuse Against Employees Policy is established and adopted.

5.15 To ensure an Asset Management Plan is established and adopted, and is reviewed and re-adopted annually.

5.16 To ensure a Dinner Money Debt Policy is established and adopted, and is reviewed and re-adopted annually.

5.17 To ensure a Lettings Policy is established and adopted, and is reviewed and re-adopted annually.

5.18 To ensure a Business Continuity Plan is established and adopted, and is reviewed and re-adopted every two years.

5.19 To ensure an ICT Policy is established and adopted, and is reviewed and re-adopted every two years.

5.20 To ensure a Whistle Blowing Policy is established and adopted, and is reviewed and re-adopted every two years.

Non-statutory (recommended as best practice)

5.21 To ensure a Non-teacher Appraisal Policy is established and adopted.

6. Reporting to the Governing Body

6.1 The Committee clerk will send the minutes (or draft minutes, if they are still awaiting approval at the next committee meeting) of its meetings to the clerk of the Governing Body for inclusion with the agenda of the next meeting of the Governing Body.

6.2 The Committee Chair (or, if the Committee Chair is not present at the full Governing Body meeting, any other member of the Committee who was present at the Committee meeting) shall report to the full Governing Body on any actions undertaken by the committee, as delegated to the Committee by the Governing Body, including but not limited to the approval of any policies.