

## Higher Failsworth Primary School Governing Body

### Terms of Reference – Inclusion Committee

**Membership:** 3 to 5 Governors

Ms Clare Duff(Chair)

Headteacher; Mrs Maria Houghton; Mr Martin Breslin

**Quorum:** 3 members of the committee

**Meetings:** One per term

**Purpose:** To consider, in detail, SEN provision, pupil and staff well-being, parents and community involvement matters and then to report matters to the whole Governing Body for approval and/or adoption. To act on behalf of the Governing Body having regard to the governors' statutory responsibilities and the school's personnel policy and practices.

The Governing Body delegates the following responsibilities to the Inclusion Committee:

1. To take an overview of Inclusion within the school including details of policies. To hold the school to account for inclusion matters.
2. To become the Governors' "Experts" on school inclusion by familiarisation with the work of the school and the staff.
5. To examine policy documents and other relevant material, with a view to securing that Inclusion requirements are met.
6. To take an overview of the SEN Policy and the school's arrangements according to SEN Code of Practice. A member of the Committee will be the named SEN Governor.
7. To deal with any other matters relating to Inclusion as shall be reasonable expected by the Governors, in partnership with the Headteacher and the teaching staff.
8. The Committee has fully delegated powers to deal with any matters relating to the inclusion of children, challenging and monitoring behaviour  
To monitor the pupil numbers and consider the school organisation
9. The Governors will ask challenging questions regarding inclusion, SEN provision, safeguarding, english as an additional language (EAL), pupil and staff well-being, parents and community involvement with specific reference to the foci identified in the School Development Plan.

The Headteacher, SENCo and Safeguarding and Pastoral Manager ensures that the inclusion policies are followed.

**Delegated Power:** The Committee will have no powers to authorise or approve matters unless asked to do so by the whole Governing Body. The Chair may specifically delegate decision-making powers to the Committee when appropriate.

**Reporting:** To ensure minutes are taken at each meeting are circulated promptly to all members of the Governing Body and to the Clerk to Governors.

# Inclusion Planning

## The Inclusion cycle

The cycle shows the work that the school's Inclusion sub-committee should be undertaking, and when

### Autumn Term 21<sup>st</sup> September 2015

- Elect committee Chair.
- The impact and actions in place to meet government reforms
- Review Inclusion progress and any improvement targets
- Monitor allocated section of School Development Plan
- Update by SENCo on code of practice and SEN/Able Child issues
- Update by Safeguarding and Pastoral Manager on children's attendance and looked after children
- International new arrivals update
- Review and approve Behaviour Policy
- Review these Terms of Reference

### Spring Term 12<sup>th</sup> January 2016

- Monitor allocated section of School Development Plan
- Review exclusion/attendance data
- Update by SENCo
- Review SEN Child issues.
- Consider how the pupil and sports premiums are to be spent to best meet the schools needs
- Review intake numbers for next year
- International new arrivals update

### Summer Term 6<sup>th</sup> June 2016

- Review committee Terms of Reference.
- Monitor allocated section of School Development Plan
- Review reports of *Governorsdays*
- Update by Inclusion co-ordinator
- Update on SEN Children issues
- Review policies on SEN provision, pupil and staff well-being, parents and community involvement
- International new arrivals update
- Promoting community cohesion
- Review the teaching of British values

## **Terms of Reference – Curriculum and Standards Committee**

**Membership:** 3 to 5 Governors

Mr Andrew Hill (Chair);

Headteacher; Mrs Sara Burns; Mrs Nikki Pennington; Mrs Maria Houghton; Mr Alan Smith,  
Ms Clare Duff

**Quorum:** 3 members of the committee

**Meetings:** One per term

**Purpose:** To consider, in detail, curricular matters specifically the pupils performance and to ensure a broad education spectrum in line with the defined national syllabus and then to report matters to the whole Governing Body for approval and/or adoption. The Committee will have no powers to authorise or approve matters unless asked to do so by the whole Governing Body. The Chair may specifically delegate decision-making powers to the Committee when appropriate.

The Governing Body delegates the following responsibilities to the Curriculum and Standards Committee:

1. To take an overview of the whole curriculum of the school including details of policies, structures and curriculum planning by the teaching staff. To hold the school to account for the standards it achieves.
2. To become the Governors' "Experts" on the school curriculum by familiarisation with the work of the school and the staff.
3. To ensure the school profile is kept up to date.
4. To consider separately how Sex and Relationships Education will form part of the curriculum.
5. To examine policy documents and other relevant material, with a view to securing that requirements are met with respect to RE, Worship and the National Curriculum core and foundation subjects.
7. To deal with any other matters relating to the curriculum as shall be reasonable expected by the Governors, in partnership with the Headteacher and the teaching staff.
8. The Committee has fully delegated powers to deal with any matters relating to performance and the curriculum.
9. The Governors will ask challenging questions regarding the standards achieved by all children in the school with specific reference to the foci identified in the School Development Plan. This will include achievement within and beyond the curriculum.

The Headteacher is the one who organises and determines the curriculum (including Sex and Relationships Education) and ensures that it is followed. The teaching staff deliver the curriculum. There is, of course, partnership and overlap between the Headteacher and class teacher role.

**Delegated Power:** The Committee will have no powers to authorise or approve matters unless asked to do so by the whole Governing Body. The Chair may specifically delegate decision-making powers to the Committee when appropriate.

**Reporting:** To ensure minutes are taken at each meeting are circulated promptly to all members of the Governing Body and to the Clerk to Governors.

# Curriculum and Standards Planning

## The Curriculum and Standards cycle

The cycle shows the work that the school's Curriculum and Standards sub-committee should be undertaking, and when

### Autumn Term 16<sup>th</sup> November 2015

- Elect committee Chair
- Review pupil progress/new assessments without levels data - improvement targets
- The impact and actions in place to meet government curriculum reforms
- Update by subject co-ordinators at the annual joint staff review.
- Review the impact of pupil premium on standards and how it is to be spent to best meet the schools needs
- Review these Terms of Reference

### Spring Term 14<sup>th</sup> March 2016

- Monitor allocated section of School Development Plan
- Review exclusion/attendance data
- Discuss performance reports & school targets
- Update by subject leaders
- Update from Assistant Headteacher on improving standards of teaching
- Review complaints about the curriculum and parents who have withdraw their children from certain lessons
- Pupil voice - points raised by the school council
- Review policies on collective worship and sex education

### Summer Term 20<sup>th</sup> June 2016

- Review committee Terms of Reference
- Monitor SATS Results against target
- Monitor allocated section of School Development Plan
- Review reports of Governors days
- Update by subject co-ordinator

## **Terms of Reference – Finance, Premises and H&S Committee**

**Membership:** 3 to 5 Governors

Mr Martin Breslin (Chair)

Mr Alan Smith; Mrs Nikki Pennington; Headteacher

**Quorum:** 3 members of the committee

**Meetings:** One per term plus an additional meeting in the summer term to specifically review health and safety matters

**Purpose:** To provide support and guidance for the Headteacher on all matters relating to the financial running of the school, maintenance, security and enhancement of the school premises and health and safety matters

The Governing Body delegates the following responsibilities to the Finance, Premises and H&S Committee:

### **1. FINANCE**

- 1.1. To ensure a strategic approach to planning a budget that reflects the schools' prioritised educational objectives.
- 1.2. To plan and present the budget to the Governing Body for approval, in line with the School Improvement Plan (including the schools staffing structure and charging policy).
- 1.3. To monitor the budget, ensure expenditure stays within agreed limits, act on significant variances and report to the Governing Body.
- 1.4. To approve the allocation of new, unallocated, or surplus funds and/or the virement/transfer of funds between budget headings, up to a limit of £20,000. Amounts in excess of this must be authorised by the Full Governing Body. All virements must be reported to the Full Governing Body.
- 1.5. To ensure adherence to all financial controls and procedures, as stipulated by the Local Authority and to ensure the probity of the school's accounting procedures.
- 1.6. To monitor and ensure that the School Fund is managed with the same rigor as the public accounts and arrange for annual audits on this account.
- 1.7. To approve contracts up to £20,000. Amounts in excess of this must be authorised by the Full Governing Body.
- 1.8. To ensure that contracts and tenders are awarded in accordance with the Local Authority Financial Regulations.
- 1.9. To ensure that the school's day-to-day financial management is established on firm principles of financial monitoring and control and that all decisions are taken in accordance with Local Authority Financial Regulations.

## 2. PREMISES

- 2.1. To provide support and guidance for the Headteacher on all matters relating to the maintenance, security and enhancement of the school premises, and health and safety matters.
- 2.2. To review regularly the condition of the school buildings and prepare an appropriate annual maintenance plan to ensure they are kept in good order, having full regard to the 'Property Condition Survey' /Asset Management Plan/advice of the Local Authority.
- 2.3. To keep under review the Accessibility Plan for the school and to report to Governors on its implementation.
- 2.4. To make recommendations to the Finance Committee/Governing Body for any development works necessary, so that these can be identified in the Financial Plan.
- 2.5. To liaise with the Headteacher to ensure that an efficient and effective cleaning and grounds maintenance programme is in operation.
- 2.6. To ensure necessary tendering arrangements are carried out. To approve the award of tenders. To make recommendations to the Governing Body on the award of contracts. To ensure that Financial Regulations are adhered to. To report and have minuted to the whole Governing Body should a quote other than the lowest be accepted. As required by the Audit Department this should be ratified by the whole Governing Body and minuted as appropriate.
- 2.7. To monitor and approve any lettings and agree charges.

## 3. HEALTH AND SAFETY

- 3.1. To ensure that the School complies with prevailing Health and Safety Regulations and relevant Codes of Practice, and responsibilities of the Governing Body and the Local Authority in relation to premises, including adherence to Disability Discrimination Act.
- 3.2. To ensure that the School has a risk management programme and appropriate insurance arrangements in place.
- 3.3. To ensure that the committee completes an annual Health and Safety Audit, receive regular updates from the Premises Manager on health and safety issues and liaise with the Headteacher about appropriate action.
- 3.4. To review and approve annually the school's procedures for financial monitoring and control, and health and safety and building management, and liaise with the Headteacher on specific aspects of those procedures
- 3.5. To ensure that Local Authority guidance on educational visits is followed and, if necessary, seek specialist advice, to inform the school's policy, practices and procedures relating to the health and safety of pupils on educational visits.
- 3.6. To ensure that the Headteacher and Educational Visits Co-ordinator are supported in matters relating to educational visits and that they have the time and expertise to fulfil their responsibilities. To ascertain what governor training is available and relevant and ensure where possible training is undertaken.
- 3.7. To ensure that the school is following any relevant procedures, including incident and emergency management systems as recommended by the DfES/LA or Governing Body.

4. *GENERAL*: To discuss, monitor and review related policies procedures on a regular basis and to make any subsequent recommendations to the whole *Governing Body*

**Reporting:** To ensure minutes are taken at each meeting are circulated promptly to all members of the *Governing Body* and to the *Clerk to Governors*.

**Review:**

These *Terms of Reference* will be reviewed annually in the *Autumn Term*.

# Finance, Premises and H&S Planning

## The Finance, Premises and H&S cycle

The cycle shows the work that the Finance, Premises and H&S sub-committee should be undertaking, and when

### Autumn Term 12<sup>th</sup> October 2015

- Consider budgetary implications of number on roll and pupil premium
- Review Accessibility plan
- Ensure compliance with Disability Discrimination Act
- Review spending against budget plan and complete budget revision
- Consider budget plans for next three years
- Review financial procedures to ensure compliance with Financial Management Standards in Schools
- Free school meals
- Review charging policy and these Terms of Reference

### Spring Term 25<sup>th</sup> January 2016

- Report on health, safety and security
- Discuss the staff structure and management plan
- Review staff development plan and evaluate
- Agree training budget for staff development plan
- Monitor spending against budget plan and latest out turn statements
- Draft outline budget plans
- Discuss financial implications
- Discuss predicted pupil numbers for the next academic year and their budgetary implications
- Discuss priorities for next year based on School Improvement Plan
- Evaluate resourcing and budget control for SEN, use of the of Pupil Premium and sports premium
- Agree annual service level agreements

### Summer Term 25<sup>th</sup> April 2016

- Report on health, safety and security
- Review asset management plan
- Discuss staff structure for next year
- Review an update from Headteacher on Performance Review progress
- Ensure procedures are in place to enable compliance with performance management regulations
- Identify and appoint members of Headteacher's Performance Review Panel
- Review Performance Management policy
- Consider budgetary implications of staff structure for next academic year
- Approve budget plan - deadline May
- Consider bench-marking data
- Consider whether criteria in Financial Management Standards can be met
- Plan actions needed to ensure compliance with FMSiS