



Higher Failsworth Primary School: Governing Body Terms of Reference for committee meetings 2018/19

The Chair of each committee will be agreed at first meeting of 2018/19.

We are starting 2018/19 with 2 co-opted vacancies.

Full Governing Body

Key Roles/Terms of Reference

Chair and Vice-Chair of Governors

The role of the Chair (and Vice-Chair in the Chair's absence) include the following:

- to make sure that the governing body's affairs are conducted in accordance with the law;
- to report any action taken on behalf of the governing body, making sure it is fully explained and supported - Chairs (and Vice-Chairs in the Chair's absence) have no special power to take decisions on behalf of the governors unless there has been a resolution of the whole governing body to delegate a specific authority. However, they do have power to take action if the matter is urgent and if it concerns one of the functions that can be delegated. The Education (School Government)(England) Regulations 1999 Regulation 43 defines 'urgent' as a case where delay would be seriously harmful to the school, or to any pupil or member of staff, and it would not be reasonably practicable to hold a governors' meeting to resolve the issue. Any urgent action the Chair or Vice-Chair takes on behalf of the governing body should be reported to the next meeting;
- to ensure that meetings are run effectively - making sure they start and finish on time, that agenda items are properly introduced, that people are encouraged to contribute and that decisions are taken when necessary and minuted;
- to help the governing body work as a team - by recognising and using people's strengths, delegating effectively, clarifying objectives and using the whole governing body by creating committees and small groups to develop new ideas, work out plans of action and to cover contentious or difficult areas of planning. Define with the governing body, a clear understanding of the roles of the Chair, Vice-Chair, the other governors and the professionals within the school;
- to work with the Headteacher - be available to the Headteacher, make time to listen to concerns and give constructive advice, talk through disagreements before governing body meetings, work together on ensuring effective observance to school policies;
- to carry out any duties delegated by the governing body, be seen in school regularly, attend school functions or make sure another governor represents them, work with the Local Authority, be accessible to other governors, staff and parents, meet governors from other schools;
- to use time effectively, their own and other people's - plan the years cycle of meetings and a timetable for action and reports - plan for effective meetings;
- to make it clear that all governors must accept collective responsibility for decisions taken at governors' meetings

Clerk to Governing Body

The Clerk needs to work effectively with the Chair of Governors, the other governors and the Headteacher to support the governing body. The Clerk should be able to advise the governing body on constitutional and procedural matters, duties and powers. The Clerk is accountable to the governing body.

Headteacher

The Headteacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets, which are established by the Governing Body.

The Headteacher:

- is responsible for the internal organisation, management and control of the school
- advises on, and implements the governing body's strategic framework
- formulates aims and objectives, policies and targets for the Governing Body to consider adopting
- reports on progress to the Governing Body at least once a year
- formulates and implements the policies for leading the school towards the set targets
- gives the Governing Body enough information to ensure that the governors are confident that delegated responsibilities and the Headteacher's responsibilities have been met
- is, along with the other professional staff, accountable to the Governing Body for the school's performance
- draws up and submits to the Governing Body an annual budget plan for the school's funding, and any proposals for revisions to the budget plan as required by the Local Authority.

Full Governing Body Planning

The Full Governing Body cycle

The cycle shows the work that the school's Full Governing Body should be undertaking. Final agenda content will be confirmed and circulated prior to the meeting by COG and Headteacher.

Autumn Term proposed agenda: 09/10/2018

1. a. Apologies for Absence
2. b. Consent to Absences
3. Register of Business or Personal Interest
4. Minutes of previous meeting and matters arising from the minutes
5. Headteacher's Report – circulated electronically at least one week prior
6. SATs Results Review – circulated electronically at least one week prior
7. Agree School Development Plan – circulated electronically at least one week prior
8. Committee Reports
9. Teacher's Pay Award
10. School Admission Arrangements 2019-2020
11. Report from Chair of Governors (notes of the Chairs briefing meeting at least one week prior)

12. Report from Link Governor and Governor Training (notes of the link governor network meeting and details of any training undertaken)
13. School Fund Account – Audited Summary
14. Dates for meetings and events
 - a. Governor day date to be agreed
 - b. Governor Conference
15. Schools Forum
16. Fire Drill
17. School Lettings
18. Any Other Business
19. Confidentiality

Spring Term proposed agenda: 05/02/2019

1. Apologies for Absence
2. Consent to Absences
3. Register of Business or Personal Interests
4. Minutes of previous meeting
5. Matters Arising from the Minutes
6. Headteacher's Report – circulated electronically at least one week prior
7. External School Improvement Partner Annual Report to Governors
8. Reports from Committees
9. Report from Chair of Governors (notes of the Chairs briefing meeting at least one week prior)
10. Report from Link Governor and Governor Training (notes of the link governor network meeting and details of any training undertaken)
11. Local Authority issues
12. Schools Forum
13. Fire Drill
14. School Lettings
15. Any Other Urgent Business
16. Confidentiality

Summer Term proposed agenda: 07/05/2019

1. Appointments
 - a. Appointment of Chair
 - b. Appointment of Vice-Chair

c. Appointment of Clerk to the Governing Body

2. Consent to Absences
3. Register of Business or Personal Interests
4. Minutes of previous meeting
5. Matters Arising from the Minutes
6. Headteacher's Report – circulated electronically at least one week prior
7. Key Stage 1
8. Reports from Committees
9. School Budget Plan 2018/2019
10. Scheme of Delegation/School
11. Report from Chair of Governors (notes of the Chairs briefing meeting at least one week prior)
12. Report from Link Governor and Governor Training (notes of the link governor network meeting and details of any training undertaken)
13. Review reports of Governors days
14. Policy approvals (policies to sent to governors at least three weeks before)
15. Identify and appoint members of Headteacher's Performance Review Panel
16. Local Authority issues
17. Schools Forum
18. Fire Drill
19. School Lettings
20. Any Other Urgent Business
21. Confidentiality

Finance, Premises and H&S Committee

Membership: Nikki Pennington, Alan Smith, Clare Duff, Anna Wychrij, Dave Ball, Helen Hampson, Sam Forster, Lynda Arthur, Anna-Marie Smith

Minutes: LA clerk

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:

Finance Responsibilities:

- To ensure a strategic approach to planning a budget that reflects the schools' prioritised educational objectives.
- 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).
- To monitor the budget, ensure expenditure stays within agreed limits, act on significant variances and report to the Governing Body.
- 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.
- 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.
- 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.
- To approve contracts up to £20,000. Amounts in excess of this must be authorised by the Full Governing Body.
- To ensure that contracts and tenders are awarded in accordance with the Local Authority Financial Regulations.
- 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.

Premises Responsibilities

- 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.
- 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.
- To keep under review the Accessibility Plan for the school and to report to Governors on its implementation.
- To make recommendations to the Finance Committee/Governing Body for any development works necessary, so that these can be identified in the Financial Plan.
- To liaise with the Headteacher to ensure that an efficient and effective cleaning and grounds maintenance programme is in operation.
- 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.
- To monitor and approve any lettings and agree charges.

Health and Safety Responsibilities

- 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.

- To ensure that the School has a risk management programme and appropriate insurance arrangements in place.
- To ensure that the committee completes an annual Health and Safety Audit, receive regular updates from the Business Manager on health and safety issues and liaise with the Headteacher about appropriate action.
- 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
- 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.
- 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.
- 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.

General Responsibilities

- 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.

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 proposed agenda: 23/10/2018

1. Consider budgetary implications of number on roll and pupil premium including Free School Meals
2. Review the Accessibility plan
3. Review the Asset Management and Premises improvement plan
4. Review spending against budget plan and complete budget revision prior to this meeting with school accountant
5. Review financial procedures to ensure compliance with Financial Management Standards in Schools (sent to governors at least one week before)

6. Approve charging policy

Spring Term proposed agenda: 05/03/2019

1. Review progress on the H&S Action Plan
2. Discuss the staff structure and management plan
3. Review staff development plan and evaluate
4. Agree training budget for staff development plan
5. Monitor spending against budget plan and latest out turn statements
6. Discuss school budget share, financial implications and outline budget plans
7. Discuss priorities for next year based on School Improvement Plan
8. Evaluate resourcing and budget control of the of Pupil Premium and sports premiums (details sent to governors at least one week before)
9. Agree annual service level agreements
10. Agree this years Schools Financial Value Standard (SFVS) submission (sent to governors at least one week before)

Summer Term proposed agenda: 21/05/2019

1. Discuss staff structure for next year and budgetary implications
2. Review an update from Headteacher on Performance Review progress
3. Ensure procedures are in place to enable compliance with performance management regulations
4. Review Performance Management policy
5. Consider bench-marking data
6. Policy approvals (policies to sent to governors at least three weeks before)

Inclusion Committee

Membership: Clare Duff, David Ball, Sam Forster, Caroline Black, Lynda Arthur, Helen Hampson, Anna-Marie Smith

In Attendance: Jo Jervis (Pastoral & Safeguarding Manager), Clare Curtis (SENCO)

Minutes: Hannah Kelly

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:

- To take an overview of Inclusion within the school including details of policies. To hold the school to account for inclusion matters.
- To become the Governors' "Experts" on school inclusion by familiarisation with the work of the school and the staff.
- To examine policy documents and other relevant material, with a view to securing that Inclusion requirements are met.
- 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.
- To deal with any other matters relating to Inclusion as shall be reasonably expected by the Governors, in partnership with the Headteacher and the teaching staff.
- 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
- 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 proposed agenda: 13/11/2018

1. Elect committee Chair
2. Appointment of Clerk to the Committee
3. Monitor allocated section of School Development Plan
4. Update report from SENCO with governor prepared questions
5. Update report from Safeguarding and Pastoral Manager with governor prepared questions
6. Update on Place 2 Be and review of last year

7. Review and approve Behaviour and SEND Policies (policies to sent to governors at least three weeks before)

Spring Term proposed agenda: 19/03/2019

1. Monitor allocated section of School Development Plan
2. Update by SENCO
3. Review activities to engage the more vulnerable children (including elements of pupil and sports premiums)
4. Policy approvals (policies to sent to governors at least three weeks before)

Summer Term proposed agenda: 11/06/2019

1. Monitor allocated section of School Development Plan
2. Update by SENCO and Safeguarding and Pastoral Manager
3. Review the teaching of British values
4. Policy approvals (policies to sent to governors at least three weeks before)

Curriculum and Standards Committee

Membership: Alan Smith, Nikki Pennington, Caroline Black, Helen Hampson, Sam Forster, Lynda Arthur

Associate Member: Andrew Hill

Minutes: LA clerk

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:

- 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.
- To become the Governors' "Experts" on the school curriculum by familiarisation with the work of the school and the staff.
- To consider separately how Sex and Relationships Education will form part of the curriculum.
- 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.
- 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.

- The Committee has fully delegated powers to deal with any matters relating to performance and the curriculum.
- 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 proposed agenda: 27/11/2018

1. Elect committee Chair
2. Appointment of Clerk to the Committee
3. Update report by Maths subject matter leader
4. Update report by Literacy subject matter leader
5. Review the impact of pupil premium on standards
6. Review data provided to the Local Authority

Spring Term proposed agenda: 26/03/2019

1. Monitor outcomes and curriculum elements of leadership in the School Development Plan
2. Discuss performance reports & school targets
3. Update by subject leaders
4. Update from Assistant Headteacher on improving standards of teaching
5. Review complaints about the curriculum and parents who have withdraw their children from certain lessons
6. Pupil voice – points raised by the school council
7. Policy reviews including collective worship and sex education

Summer Term proposed agenda: 09/07/2019

1. Update by Maths subject matter leader
2. Update by Literacy subject matter leader
3. Monitor end of key stage assessments against projections
4. Monitor outcomes and curriculum elements of leadership in the School Development Plan
5. Update by core subject leader
6. Policy approvals (policies to sent to governors at least three weeks before)