

## **Governing Body Committee Terms of Reference**

### **Membership**

- The governing body must determine the membership, proceedings and terms of reference of any committee, and must review these annually.
- The membership of a committee may include associate members, provided that a majority of members of the committee are governors.
- Each committee must have a chair and a clerk – the governing body will decide whether to appoint the chair or whether the committee should do this.
- The Head Teacher cannot be the clerk to a committee, but a governor can. The NGA strongly recommends that it is better practice to have an independent professional clerk.
- Even when not a member, the Head Teacher is entitled to attend all committee meetings.

### **Quorum**

- To be quorate each Committee meeting requires a presence of at least three governor members of that committee.

### **Meetings**

- Governing bodies are free to determine how often their committees meet – this may be left to the discretion of the individual committees and may depend on the circumstances of the school at any given time. Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the Head Teacher).
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee).
- Any decisions taken must be determined by a majority of votes of committee members present and voting. In the event that a majority of those present are not governors then non-governors may be requested to leave the room.

### **General Terms**

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To contribute to the School Development Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

## **Terms of Reference for the Finance and Resources Committee**

### **Finance**

#### ***Financial policy and planning***

- To monitor the implementation of the Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, Head Teacher and other nominated staff.
- To monitor all additional financial policies, including a charging and remissions policy.
- To establish and maintain a three year financial plan, taking into the account priorities of the School Development Plan, roll projection and signals from central government regarding future years' budgets, within the constraints of available information.
- To draft and propose to the governing body for adoption an annual school budget taking into account the priorities of the School Development Plan.
- To make decisions in respect of service level agreements.
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the Head Teacher.

#### ***Financial monitoring***

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- To receive at least termly budget monitoring reports from the Head Teacher.
- To report back to each meeting of the full governing body and to alert them of potential problems or significant anomalies at an early date.  
To monitor and advise the governing body on any alleged fraud and irregularity in the Academy's financial and other control systems and ensuring that all allegations of fraud and irregularity are properly followed up.
- To meet with other committees and provide them with the information they need to perform their duties.
- Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
- To prepare the Trustees Report to form part of the Statutory Accounts of the governing body and for filing in accordance with Companies Act requirements.
- To receive auditors' reports and to recommend the governing body action as appropriate in response to audit findings.

- To recommend to the full governing body the appointment or reappointment of the auditors of the academy.

## **Personnel**

- To ensure that the school is staffed sufficiently for the fulfillment of the school's development plan and the effective operation of the school.
- To establish and oversee the operation of the school's Appraisal Policy - including the arrangements and operation of the school's appraisal procedures for the Head Teacher.
- To monitor the implementation of the Pay Policy.
- To ensure that staffing procedures (including recruitment procedures) follow current equalities legislation.
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the governing body for approval.
- To monitor approved procedures for staff discipline and grievance and ensure that members of staff are kept informed of these.
- To recommend to the governing body staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
- In consultation with staff, to oversee any process leading to staff reductions.
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.

## **Buildings**

- To provide support and guidance for the governing body and the Head Teacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
- To inform the governing body of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing body.
- To arrange professional surveys and emergency work as necessary.
  - *The Head Teacher 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 Head Teacher would normally be expected to consult the committee chair at the earliest opportunity.*
- To create a project committee where necessary to oversee any major

developments.

- To establish and keep under review an Accessibility Plan and a Building Development Plan
- To review, adopt and monitor a Health and Safety policy.
- To ensure that the governing body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.

### **Catering**

- To monitor the Catering Budget and catering team.
- To ensure that the catering facility operates within current food standards and hygiene legislation.
- To ensure that the school's obligations are met with regards to children in receipt of Free School Meals.

## **Terms of reference for the Pupil Progress, Welfare and Evaluation Committee**

- To review, monitor and evaluate the curriculum offer.
- To recommend for approval to the full governing body the:
  - Self-evaluation record
  - School Development Plan
  - Targets for school/academy improvement
- To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups.
- To set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
- To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. sex education and pupil behaviour/discipline).
- To monitor and evaluate the effectiveness of leadership and management.
- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement.
- To monitor and evaluate the impact of continuing professional development on improving staff performance.
- To monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.
- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the Head Teacher/SENCO and an annual report from the SEN governor.
- To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively.
- To consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan.
- To ensure that all children have equal opportunities.
- To advise the resources committee on the relative funding priorities necessary to deliver the curriculum.
- To monitor the school's publicity, public presentation and relationships with the wider community.
- To identify and celebrate pupil achievements.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator.

## **Terms of Reference for the Pay Committee**

- To receive recommendations from the Head Teacher on pay progression of all staff in respect of any performance related pay award.
- To receive recommendations from the Head Teacher's Performance Management committee on the Head Teacher's pay progression.
- To act as a first committee, where possible, for staff appeals, disciplinary or grievance matters.

### **Terms of Reference for the Policies Panel**

- To ensure that the school holds all policies on the statutory list of policies where applicable to an Academy:  
<https://www.gov.uk/government/publications/statutory-policies-for-schools>.
- To ensure that the policies are reviewed and updated as recommended or on change in legislation.
- To ensure that consultation with staff and governors takes place and is taken into consideration when policies are amended.