

RESOURCE COMMITTEE
(FINANCE, STAFFING , PREMISES AND PAY)

Terms of Reference –

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/Academy Improvement Plan. To consider safeguarding and equalities implications when undertaking all committee functions.

Quorum - three

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 headteacher/principal). 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 – but no vote can be taken unless a majority of those present are governors.

FINANCE COMMITTEE

Terms of Reference –

Financial policy and planning

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

Financial monitoring

1. To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
2. To receive at least termly budget monitoring reports from the headteacher.
3. 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.
4. To meet with other committees and provide them with the information they need to perform their duties.
5. 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.
6. To review, complete and submit the School Financial Value Standard (SFVS). - To undertake any remedial action identified as part of the SFVS. - To receive and act upon any issues identified by a local authority audit.

PREMISES COMMITTEE

Terms of Reference –

1. To provide support and guidance for the governing body and the headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
2. To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
3. 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.
4. 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.

5. To create a project committee where necessary to oversee any major developments.
6. To establish and keep under review an Accessibility Plan and a Building Development Plan
7. To review, adopt and monitor a Health and Safety policy.
8. 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.

STAFFING COMMITTEE

Terms of Reference –

1. To ensure that the school is staffed sufficiently and trained for the fulfilment of the school's development plan and the effective operation of the school.
2. 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 Headteacher.
3. To establish a Pay Policy for all categories of staff.
4. To be responsible for the administration and review of the Pay Policy.
5. To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
6. To annually review procedures for dealing with staff discipline and grievances and make recommendations to the governing body for approval.
7. To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
8. To recommend to the governing body staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
9. In consultation with staff, to oversee any process leading to staff reductions.
10. To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.
11. To review exceptional leave requests

PAY COMMITTEE

Terms of Reference –

The Committee shall be chaired by the Chairman of Governors and the chairmen or nominees of the Staffing Committee and Finance Committee.

The quorum is three members.

October 2017 HOLY TRINITY GOVERNING BODY- DRAFT

Two meetings a year and as necessary

1. The committee was constituted with a narrow brief to meet once a year to monitor salaries and to provide advice as requested by the Headteacher or the Finance Committee.

STANDARDS AND CURRICULUM COMMITTEE
(INCLUDING ADMISSIONS)

Terms of Reference –

1. To review, monitor and evaluate the curriculum offer.
2. To recommend for approval to the full governing body the:
 - Self-evaluation form
 - School Improvement Plan
 - Targets for school improvement to the governing body
3. To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups.
4. To set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
5. 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).
6. To monitor and evaluate the effectiveness of leadership and management.
7. To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement.
8. To monitor and evaluate the impact of continuing professional development on improving staff performance.
9. 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.
10. 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 headteacher/SENCO and an annual report from the SEN governor(where appointed).
11. To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively.
12. 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.
13. To ensure that all children have equal opportunities.
14. To advise the resources committee on the relative funding priorities necessary to deliver the curriculum.
15. To monitor the school's publicity, public presentation and relationships with the wider community.
16. To identify and celebrate pupil achievements.
17. To oversee arrangements for educational visits, including the appointment of a named co-ordinator.
18. To ensure all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and presented in an accessible way.

DISCIPLINE, GRIEVANCE AND COMPLAINTS COMMITTEE

Terms of Reference –

Two governors were initially appointed to chair committees to handle discipline, grievance, appeals and complaints as needed. The remaining governors to be appointed in alphabetical order as needed.

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| 1. Admissions committee | (1 governor) |
| 2. Parental Complaints* | (1 governor) |
| 3. Staff Committees | (at least two further governors) |
| 4. Pupil Discipline Committee | (at least two further governors) |

(Regulations require governing bodies to set up a Staff Dismissal Committee, whose role is to hear representations and determine whether an employee's contract should be terminated, and a Dismissal Appeal Committee to hear appeals against any such decision. It will be clear, in some cases, that a disciplinary hearing could lead to dismissal, however, cases must be decided on the evidence presented. For governors to call themselves the Staff Dismissal Committee when dismissal may not be the outcome could cause confusion. It is therefore suggested that governors set up a staff committee, which deals with discipline, grievance, capability and long term absence and also a Staff Discipline Committee consisting of the same people. Similarly a Staff Appeal Committee and a Discipline Appeal Committee should be set up consisting of the same people. The terms of reference of the committees should make it clear that the Staff Dismissal Committee will act as the Staff Committee in respect of all other staffing matters except dismissal. Similarly, the Dismissal Appeal Committee will act as the Staff Appeal Committee in all respects other than considering an appeal against the dismissal of a staff member.)

Staff Committee - to deal with discipline, grievance, capability and long term absence. In cases of dismissal members to act as **Staff Dismissal Committee** - This committee will make the initial decision that, a person employed to work at the school, should have their contract of employment terminated, or should not have their contact renewed. The committee shall include not less than three members of the governing body.

Staff Appeal Committee - to deal with appeals regarding discipline, grievance, capability and long-term absence and **Dismissal Appeal Committee** to hear any appeal in respect of decisions made by the staff dismissal committee. The Appeal Committee to have the same number of governors as the committees whose decision is being appealed against. No governor whose decision is the subject of appeal, may sit on the Appeals Committees.

Pupil Discipline Committee - to discharge the functions of the governing body relating to the exclusion of pupils, both fixed term and permanently, as detailed in The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012. This committee shall consist of either three or five members of the governing body, but not the head. The quorum for the meeting and any vote taken shall be three members.

*parents will in the first instance be referred to the School Complaint Policy Summer 2014

ADMISSIONS COMMITTEE

Membership

1. The membership of the Admission Committee will comprise five governors¹

Quorum

2. The quorum for a meeting of the Admission committee shall be three governors.

Clerk

3. The committee will appoint its own clerk who will not be a member of the Committee. The clerk's role will be to minute the decision of the Committee.

Chair

4. The Chair will be appointed by members of the Committee. The headteacher (if a member) may not chair the Committee.

Terms of reference

5. To determine applications for admission in accordance with the Governing Body's published admission policy.
6. To ensure the consultation process on the school's admission arrangements is effected within the specific timetable, and within that process, that the full Governing Body approves the admission arrangements.
7. Where a "waiting list"² has been agreed by the Admission Committee for any given year group, the Headteacher will have power to admit pupils in accordance with that list subject to any new application received since the waiting list was established being decided by the Committee.
8. To ensure that the Governing Body's approved arrangements are in place for parents to appeal against the Committee's decision not to offer a place.
9. To carry out its duties in accordance with the Admissions Code 2012 / School Admissions Appeals
10. To monitor the admission and appeals process and bring appropriate matters to the attention of the Governing Body.
11. To keep the admission arrangements under review annually and make recommendations to the Governing body for approval.
12. To review the school website and co-ordinate its revision each year in consultation with the head teacher and relevant committees each year.
13. To report any decisions taken on behalf of the Governing body to the next full meeting.

14. To carry out any other reasonable and appropriate duties at the request of the Governing Body.
 1. It is recommended that at least one governor is a foundation governor; a governor may find they have to withdraw if the applicant is well known to them.
 2. There is no obligation on a governing body to establish a waiting list.