



Resources Committee Terms of Reference

- Membership of each committee will be no fewer than 4 Governors, including the Headteacher.
- The quorum for each meeting shall be 3 Governors.
- The Governing Body or the committee can invite additional people to attend meetings as necessary.
- The committee is to meet a minimum of three times per year and otherwise as required, using the terms of reference as a guide to agenda setting.
- The committee is to report to each meeting of the full governing body.
- The committee clerk will be responsible for arranging meetings, taking and distributing the minutes (together with other relevant papers) and following up agreed actions.
- The committee has delegated power to make its own decisions on behalf of, and without referral to, the full governing body, except where the subject matter requires full governing body consideration by law or in accordance with the school's established scheme of delegation. The Full Governing Body must agree the annual budget

To accept full delegated responsibility for the discharge of the following duties:

- monitoring and evaluating the budget allocated to the school to achieve value for money
- reviewing staff pay and conditions
- agreeing procedures for staff conduct and discipline
- setting priorities for improvement and monitoring and evaluating the impact of improvement plans which relate to the committee's area of operation
- developing and reviewing policies identified within the school's policy review programme and in accordance with its delegated powers
- Developing and reviewing health and safety policies in accordance with the school's policy review programme and in accordance with its delegated powers. Safeguarding is FGB responsibility
- Preparation and presentation of an annual budget to the full governing body for approval
- Agree the level of financial delegation to the Headteacher
- Ensure that the principles of 'best value' are adhered to
- Review, adopt and monitor the Finance Policy which operates within the Local Authority's Financial Management Scheme and includes delegation of funds, income, purchasing and budgetary adjustments (virements)
- Review, monitor and evaluate the annual maintenance programme and Health & Safety policies
- Project manage maintenance, repairs and redecoration within agreed budget decisions

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- Recommend an appropriate staffing structure to the full Governing Body for approval
- Recruit, select and appoint staff, according to the scheme of delegation
- Secure the effective implementation of performance management procedures for all staff including any made for the headteacher
- Contribute to the School Improvement Plan
- Liaise and consult with other committees

To provide guidance to the Governing Body for the following which the Governing Body has agreed and cannot be delegated.

- Consider each year's School Development Plan priorities and present an annual budget to the Governing Body for approval.
- Set and review the pay policy
- Determine staffing numbers and provide representation on selection panels
- Review recruitment, selection and appointment procedures
- Monitor and evaluate the provision for continuing professional development

To provide guidance to the full governing body for the following, which cannot be delegated:

- Approval of the annual budget
- Appointment of Headteacher, and Deputy headteacher
- Approval of the staffing structure for the school

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Curriculum Committee Terms of Reference

- Membership of each committee will be no fewer than 4 Governors, including the Headteacher.
- The quorum for each meeting shall be 3 Governors.
- The Governing Body or the committee can invite additional people to attend meetings as necessary.
- The committee is to meet a minimum of three times per year and otherwise as required, using the terms of reference as a guide to agenda setting.
- The committee is to report to each meeting of the full governing body.
- The committee clerk will be responsible for arranging meetings, taking and distributing the minutes (together with other relevant papers) and following up agreed actions.
- The committee has delegated power to make its own decisions on behalf of, and without referral to, the full governing body, except where the subject matter requires full governing body consideration by law or in accordance with the school's established scheme of delegation. The Full Governing Body must agree the annual budget

TERMS OF REFERENCE

To take the lead on:

- monitoring and evaluating rates of progress and standards of achievement by pupils, including any underachieving groups
- ensuring that the curriculum is balanced, broadly based, meets the needs of all pupils and complies with statutory requirements
- setting priorities for improvement and monitoring and evaluating the impact of improvement plans which relate to the committee's area of operation
- developing and reviewing policies identified within the school's policy review programme and in accordance with its delegated powers
- ensuring the health, safety and well-being of staff and pupils

To accept full delegated responsibilities for the discharge of the following duties:

- Monitor and evaluate:
 - the effectiveness of leadership and management
 - the impact of quality of teaching on rates of pupil progress and standards of achievement
 - the impact of continuing professional development on improving staff performance
 - the effectiveness of provision for children with special educational needs
 - the quality of the curriculum in securing high standards of achievement

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- the impact of any actions or interventions taken to address differential standards of achievement or rates of progress within groups of pupils (eg SEN, gender, free school meals, BME, EAL, children in care etc)
- Identify and celebrate pupil achievements
- To agree annual attendance targets and monitor progress towards achieving these
- To systematically gather the views of stakeholders and report on these, in order that outcomes are effectively used to inform planning
- Liaise with other Committees
- Celebrate school, community and children's achievements
- To monitor and evaluate:
 - the impact of the school's punctuality, attendance and behaviour policies
 - the quality of the school's provision for personal development and well-being
 - the effectiveness of care, guidance and support for learners
 - the extent to which pupils feel safe
 - the extent to which pupils adopt healthy lifestyles
 - the extent to which pupils contribute to the school and wider community
 - the extent of pupils' spiritual, moral, social and cultural development
 - the effectiveness with which the school promotes equal opportunity and tackles discrimination
 - the effectiveness of safeguarding policies and procedures and ensure that the school complies with all health and safety and other safeguarding regulations (including child protection and safe recruitment).

To provide guidance to the full governing body for the following, which cannot be delegated:

- The school's curriculum statement
- Approval of school policies on sex and relationships education and religious education

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Pay and Benefits Committee - TERMS OF REFERENCE

The Pay and Benefits Committee membership will comprise any three governors from the Governing Body. The Headteacher may attend in an advisory capacity and will withdraw when his/her salary is under consideration.

The terms of reference for the Pay and Benefits Committee will be determined from time to time by the Governing Body. The current terms of reference are:

- To implement the Pay Policy in a fair and objective manner and to consider any individual representations that may be made in respect of pay decisions;
- To undertake an annual pay review for each member of staff based on the criteria set out in the Pay Policy with effect from 1 September;
- To observe all statutory and contractual obligations, including making arrangements to notify pay decisions to individual members of staff within appropriate timescales;
- To minute clearly the reasons for all decisions and report these decisions to the next meeting of the Governing Body;
- To recommend to the Governing Body the annual budget required for pay purposes, including provision for discretionary pay advancement arising from performance reviews;
- To keep informed of relevant developments including legislation and statutory guidance affecting the Pay Policy and to review and to recommend changes or modification to the Governing Body, as appropriate and at least annually;
- To carry out the performance review of the Headteacher
- To work with the School Improvement Partner.

In the case of new appointments to the staff, decisions on starting salary will be delegated to the Headteacher or Selection Panel as appropriate.

In the case of a new Headteacher appointment, the full Governing Body will determine the salary range however the determination of the starting salary will be made by the Selection Panel under their delegated powers.

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