



## **Structure and remit of Henleaze Infant School Governing Body**

### **Governing Board Committee Structure and Terms of Reference**

The Governing Body has the following committees: Resources Committee and Pay and Benefits Committee.

Resources Committee meets at least three times a year and Pay and Benefits Committee at least once, using the terms of reference as a guide to agenda setting. The chair of committee is appointed by the Governing Board and is responsible for setting the agenda, in consultation with the headteacher, as well as ensuring that the work of the committee is reported to the following meeting of the Governing Board.

The clerk to each committee is responsible for convening meetings, taking and distributing draft minutes, following up agreed actions and where appropriate, advising on constitutional and procedural matters.

Each committee has the delegated authority to make its own decisions without referral to the full Governing Board, except where the subject matter requires Governing Board consideration by law.

### **Resources Committee – Chair Richard Holm**

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

- Review, monitor and evaluate the annual maintenance programme
- Determine the costs and arrangements for maintenance, repairs and redecoration within the budget allocation ensure the school complies with health and safety regulations
- Oversee the preparation and implementation of contracts
- Ensure any necessary liaison with Property Services
- Ensure the health, safety and well-being of staff and pupils
- Review the lettings policy if appropriate
- Propose the level of delegation to the headteacher for the day-to-day financial management of the school (this will require approval of the full Governing Board)
- Monitor the income and expenditure of all public funds
- Monitor the use of resources identified in the School Improvement Plan
- Ensure the principles of best value are adhered to
- Agree procedures for staff conduct and discipline
- Monitor and evaluate the effectiveness of partnerships in securing improved pupil outcomes



**To provide guidance to the Governing Board for the following which 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
- Monitor and evaluate the quality of teaching

**Full Governing Body – Co-Chairs Richard Lukes and Amar Shah**

**In the absence of a school improvement committee the FGB will 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
- promoting community cohesion and inclusive practice relating to race, gender and disability equality
- overcoming barriers to learning
- parental and community liaison
- 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
- 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



- 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
- 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 to which pupils develop workplace and other skills that will contribute to their future economic well-being
  - the extent of pupils' spiritual, moral, social and cultural development
  - the effectiveness with which the school promotes equal opportunity and tackles discrimination
  - the effectiveness with which the school promotes community cohesion
  - 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)
- Setting realistic and sufficiently challenging statutory end of key stage targets
- The school's curriculum statement
- Approval of school policies on sex and relationships education and religious education



## **Pay and Benefits Committee**

The Pay and Benefits Committee membership comprises any 4 governors who are not members of staff, to include the Chairs of Governors. The quorum shall be 3 governors, not including the headteacher. The headteacher is entitled to attend in an advisory capacity and will withdraw when his/her salary is under consideration.

### **To accept full delegated responsibilities for the discharge of the following duties**

- 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 Board, as appropriate and at least annually;
- To provide 2 or 3 committee members (selected by the full Governing Board) to carry out the performance review of the headteacher;
- To work with the School Improvement Partner.

### **Other pay decisions**

- For new staff appointments (other than the headteacher), decisions on starting salary will be delegated to the headteacher or Selection Panel as appropriate.
- For new headteacher appointments, the full Governing Board will determine the salary range prior to advert; however, determination of starting salary will be made by the Selection Panel.