

TERMS OF REFERENCE

Curriculum Committee

1. MEMBERSHIP

The committee shall consist of no fewer than four Governors. The Headteacher will attend most of these meetings.

QUORUM

No less than THREE members

2. MEETINGS

(a) Frequency

The committee will meet once each term and minutes of their deliberations will be available at the next Governors meeting.

If it is considered necessary for them to hold additional or emergency meeting(s), then this will be permissible but the agenda for that meeting will be only that issue which has caused the meeting to be called. These extraordinary meetings will be clerked and minuted as normal meetings and the minutes will be circulated to Governors as above.

The Chairman may, if necessary, receive reports/advice on specific topics from members of staff, advisors and/or Inspectors as considered appropriate. Under normal circumstances these written reports will be available to the committee and will be available in the Governors Resource Area for Governors who are not members of this committee.

(b) Functions

- To advise the Governing Body on the school's statutory requirements with regards to the National Curriculum and other such statutory issues of a curriculum nature.
- To advise the Governing Body on the school's statutory requirements with regards to pupil welfare and attendance
- To monitor how the curriculum is taught, evaluated and resourced
- To monitor how British Values are incorporated within the school curriculum
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body
- To review at each meeting the curricular aspects of the School Improvement Plan
- To draft for approval by the Governing Body and then review on a regular basis:
 - * Policy for Collective Worship
 - * Religious Education Policy
- To draft for approval by the Governing Body and then review on a regular basis:
 - * Policy for Sex and Relationship Education
- Ensure that the requirements of children with Special Educational Needs are met and that a school policy is in place in accordance with the SEN Code of Practice
- To make arrangements for the Governing Body to be represented at School Improvement discussions with the LEA and for reports to be received by the Governing Body to oversee arrangements for individual governors to take a leading role in specific areas of provision, eg SEN, Literacy, Numeracy. To receive regular reports from them and advise the Governing Body.

Functions Excluded

It is particularly important that **NO** issues of a Grievance and disciplinary nature are discussed at this meeting. The rules of appeal define that an appeal committee will have two more governors than the committee which heard the initial issue. Thus with six members present at this meeting there would be insufficient

governors to hear an appeal against any decision taken. The Chairman will stop any discussion and his/her decision on this matter is **NOT** open to debate, i.e. it is final.

3. TOPICS

This committee will consider only topics of a curricular nature but may on occasion at the request of the Governing Body deal with other appropriate items.

4. VOTING

If it is necessary for a proposal to be put to the vote, then each member (including the Headteacher) shall have one vote. In the case of a tied vote the Chairman of the Committee shall have a second or casting vote.

5. MINUTES OF MEETINGS

These will be circulated by the Clerk to the Headteacher and Chairman of the Committee for clearance in accordance with the agreed method of operation of Committees, (copies may, if felt appropriate, be circulated to the Chairman and Vice Chairman of Governors).

These terms of reference shall normally be reviewed at the committee's first meeting of the academic year

Resources Committee

1. MEMBERSHIP

The committee shall consist of no fewer than five Governors

The Headteacher will attend these meetings. They will be clerked by the School Business Manager.

QUORUM

No less than three members

2. MEETINGS

(a) Frequency

The committee will meet at least once each term and minutes of their deliberations will be available at the next Governors meeting.

If it is considered necessary for them to hold additional or emergency meeting(s), then this will be permissible but the agenda for that meeting will be only that issue which has caused the meeting to be called. These extraordinary meetings will be clerked and minuted as normal meetings and the minutes will be circulated to Governors as above.

The Chairman may, if necessary, receive reports/advice on specific topics from members of staff, advisors and/or Inspectors as considered appropriate. Under normal circumstances these written reports will be available to the committee and will be available in the Governors Resource Area for Governors who are not members of this committee.

** The Committee will have full powers of delegation with respect to the following financial/estates matters:

- To approve programme for refurbishment
- To ensure the SIP can be met from the school budget
- To approve expenditure beyond the powers delegated to the Headteacher

Terms of reference:

- In consultation with the Headteacher, to draft the first formal budget plan of the financial year
- To establish and maintain an up to date 3 year financial plan
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
- To ensure that the school operates within the Financial Regulations of the County Council
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body

- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements
- To make decisions on expenditure following recommendations from other committees
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments
- To present the GB with an annual planned maintenance, repair and replacement programme (including school grounds).
- To monitor the effects of vandalism
- To ensure that the school's statutory responsibilities relating to the security of the building, staff, pupils and visitors are met, in line with the school's H&S policy and related policies;
- To consider lettings policy matters, including charges and to advise the GB on such matters
- To consider any alterations and extensions to the building
- To have an overview of the building's accessibility in line with the appropriate requirements
- To review Health and Safety Premises report and recommendations in the Summer Term meeting
- To review the Educational Visits policy and regularly review requests for visits. Refer residential visits request to Full Governing Body

Disqualification –Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

These terms of reference shall normally be reviewed at the committee's first meeting of the academic year

PAY COMMITTEE

1. MEMBERSHIP

The committee shall consist of no fewer than four Governors

The Headteacher will attend these meetings. They will be clerked by the School Office Manager.

QUORUM

No less than THREE members

2. MEETINGS

Frequency

The committee will meet once a year and minutes of their deliberations will be available at the next Governors meeting.

If it is considered necessary for them to hold additional or emergency meeting(s), then this will be permissible but the agenda for that meeting will be only that issue which has caused the meeting to be called. These extraordinary meetings will be clerked and minuted as normal meetings and the minutes will be circulated to Governors as above.

The Chairman may, if necessary, receive reports/advice on specific topics from members of staff, advisors and/or Inspectors as considered appropriate. Under normal circumstances these written reports will be available to the committee and will be available in the Governors Resource Area for Governors who are not members of this committee

THE REMIT OF THE COMMITTEE WILL BE:

1. To draft the whole school pay policy, (based on the appropriate DfES model pay policy) in consultation with the Headteacher, staff and representatives of the recognised professional associations and unions with members in the school;
2. To conduct an annual review of the pay policy and its application;

3. To submit the draft policy and any proposed revisions which follow the annual review to the full Governing Body for formal approval;
4. To agree any salary progression on the Individual School Range (ISR) for the Headteacher in the light of recommendations.
5. To agree any salary progression on the Individual Salary Range for the Deputy Headteacher(and Assistant Headteacher in the light of recommendations;
6. To review annually – with a September 1st implementation date - the salaries of all teaching staff in the light of recommendations and to provide a statement to them;
7. To recommend to the Governing Body the powers to be delegated to the Headteacher;
8. To try to ensure that the pay policy meets the needs of the school to recruit, retain, develop and motivate staff;
9. To ensure that there is consistency between the application of the pay policy and the Governing Body's policies on advertising, job descriptions and equal opportunities;
10. To prepare and apply criteria to be used in the application of discretionary pay elements and relate these to job descriptions;
11. To implement the statutory and discretionary elements of the School Teachers' Pay & Conditions Document and to have regard to national and local grading agreements and LA advice on grading levels in respect of APT & C Staff and Manual Workers, having regard to employment legislation, equal pay and the Governing Body's policy on equal opportunities;
12. To establish appropriate differentials/relativities within the school;
13. To review the unit total of the school and the effect if any, on the ISR; and to annually review in the light of any recruitment and retention matters, the ISR;
14. To seek a balance between pay and other conditions of service, for example: non-contact time for teaching staff;
15. To keep in touch with the pay policies of other schools by seeking advice from the LA and to be aware of the impact of their decisions on other schools;
16. To have regard to guidance issued by the Authority and professional organisations as appropriate, and where necessary to seek advice.

The Committee has delegated responsibility to exercise all discretions in respect of pay. *(these powers under the staffing regulations may be delegated to the Headteacher – except in her own case; they may also be delegated to an individual appropriate governor, including the Chair. It is not however recommended to delegate these powers to one individual, unless in exceptional situations.)*

NB: the terms of reference given above relate to the Whole School Pay Policy. Where the committee has responsibility for other functions, eg appointment procedures, equal opportunities, staffing establishment, staffing review, staff welfare, trade union matters/staff liaison, the establishment of disciplinary/grievance procedures, additional terms of reference will be necessary.

3. TOPICS

This committee will consider only topics of pay but may on occasion at the request of the Governing Body deal with other appropriate items.

4. VOTING

If it is necessary for a proposal to be put to the vote, then each member (including the Headteacher) shall have one vote. In the case of a tied vote the Chairman of the Committee shall have a second or casting vote.

5. MINUTES OF MEETINGS

These will be circulated by the Clerk to the Headteacher and Chairman of the Committee for clearance in accordance with the agreed method of operation of Committees, (copies may, if felt appropriate, be circulated to the Chairman and Vice Chairman of Governors).

These terms of reference shall normally be reviewed at the committee's first meeting of the academic year

Standards & Effectiveness Committee

1. MEMBERSHIP

The membership of the committee shall be three governors and the Headteacher. They will be attended by the School Business Manager.

The Chair of Governors should be one of the three. Other governors, observers and staff may also be invited to attend.

2. MEETINGS

The committee will meet at least once per term and/or when deemed necessary.

Functions

The main function of the committee is to provide support and challenge to the leadership of the school and to hold them account in relation to the quality of educational provision including the quality of teaching and learning, pupil progress and outcomes for pupils, the quality of curriculum delivery, behaviour and safety of pupils.

In particular, the committee will have the following specific annual tasks:

- a. To monitor the progress of the SDP regarding pupil progress and attainment and curriculum developments
- b. To ensure that the national curriculum is taught and that the curriculum is broad and balanced, relevant to the needs and abilities of pupils and focuses on the necessary priorities to ensure that all pupils make good progress, especially in reading, writing and maths.
- c. To ensure that the school promotes the spiritual, moral, social and cultural developments of all pupils
- d. To ensure that statutory pupil assessments are carried out and results reported to parents/ carers and appropriate bodies

Reporting Arrangements

The Chair of the committee will report back to the termly meeting of the GB.

These terms of reference shall normally be reviewed at the committee's first meeting of the academic year.

Staff Disciplinary Committee

Terms of reference:

- To make any determination to dismiss any member of staff (*unless delegated to the Headteacher. (See 2003 regulations)*)
- **To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action***
- To determine whether the Headteacher shall lead in initial decisions regarding a potential dismissal of a member of staff.
- To make any decisions relating to any member of staff other than the Headteacher, under the Governing Body's personnel procedures (*unless delegated to the Headteacher*)
- To make any determination or decision under the Governing Body's General Complaints Procedure for Parents and others
- To make any determination or decision under the Governing Body's Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the Governing Body's charging policy:
- *Additional items which individual Governing Bodies may wish to include*

***cannot be delegated to an individual**

Membership – not less than 2 members of the Governing Body
(NB. The number appointed to this committee directly affects the number required for an Appeal Committee)

Disqualification – The Headteacher
(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member)

HEADTEACHER'S PERFORMANCE REVIEW GROUP

Terms of reference:

- To arrange to meet with the School Improvement Partner (SIP) to discuss the Headteacher's performance targets
- To decide, with the support of the SIP whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the Headteacher against the targets
- To make recommendations to the Finance / Pay Committee in respect of awards for the successful meeting of targets set.
- To actively support the headteacher in relation to work-life balance issues for themselves and their staff.
- The governing body also need to appoint one of its non-employee members to be the 'Review Officer' to adjudicate on any complaint made by a teacher against a headteacher handling their Performance Management.
- *Additional items which individual Governing Bodies may wish to include*

Membership –3 Governors

Disqualification –The Headteacher and Staff Governors

APPEALS COMMITTEE

To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee*

- To consider any appeal against a decision short of dismissal under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability*
- To consider any appeal against selection for redundancy*
- *Any items which individual governing bodies may wish to include*

***cannot be delegated to an individual**

Membership – no fewer members than the Hearings Committee

Disqualification – The Headteacher
Any members of the Hearings Committee. It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member)

PUPIL DISCIPLINE COMMITTEE

To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate*)

- To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (*meeting to be held between 6th and 50th school days after receiving notice of the exclusion*)
- To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to

take a public examination (*meeting to be held between 6th and 15th school days after receiving notice of the exclusion*)

- To ensure that the guidance contained in the 'Improving Attendance and Behaviour' document is practised in the school, with specific reference to the role assigned to the Governing Body.
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Body or relevant committee
- To differentiate between Welfare and Exclusions (appeals against fixed term or permanent exclusions). See guidance in Autumn Director Report 2006.
- *Any items which individual governing bodies may wish to include*

Membership – 3

NB. The Governing Body may nominate a pool of governors from which three or five will serve as the Discipline Committee to consider particular exclusions. If a governor has a connection with the pupil or the incident that could affect their ability to act impartially they should not serve at the hearing. If, through non-attendance of a governor, four members consider an exclusion, the chair has the casting vote.

Disqualification – The Headteacher. Any Governor with prior knowledge of the pupil or the incident.

(It is suggested that neither the Chair of Governors nor a member of staff, due to probable prior knowledge, should be a member)

GOVERNOR TRAINING

Governors are expected to undertake training at least annually to ensure that they know their role, can support and challenge the school and so they can contribute to school life.

Governors can access training provided by Blackburn with Darwen, which is sent out termly via email and also with the termly full Governing Body information. Avondale also buys into the National Governance Association (NGA) which is a website that holds a wealth of information.

SCHOOL FUNDING

Revenue Funding (Main Budget Allocation)

Revenue funding comes from the local authority and is known as the delegated budget. It provides funding for the day-to-day running costs of the school, for example staff salaries, energy costs, learning resources etc.

The Department for Education (DfE) will calculate the amount of funding local authorities are to receive to spend on schools, and will distribute this in the form of a ring-fenced grant known as the Dedicated Schools Grant (DSG). The DSG is delegated to individual schools on the basis of the local funding formula, which distributes the majority of funding to schools on the basis of pupil numbers.

Capital Funding (DFC)

Capital funding is made available to schools for spending on school buildings and/or furniture and equipment (including ICT equipment). The funding cannot be used to support the day-to-day running costs of the school or any routine building maintenance.

All schools receive a devolved capital allocation, which is calculated on a formulaic basis. In addition to this, Local Authorities receive capital funding for schools, which is utilised on individual schools according to need.

Pupil Premium

The pupil premium was introduced in April 2011 and is allocated to schools to support pupils who have been registered for free school meals at any point in the last six years (known as 'Ever 6 FSM').

The government believes that Head Teachers and school leaders should decide how to use the pupil premium. They are held accountable for the decisions they make through:

- the performance tables which show the performance of disadvantaged pupils compared with their peers
- the Ofsted inspection framework, under which inspectors focus on the attainment of pupil groups, and in particular those who attract the pupil premium
- the reports for parents that schools have to publish online.

The Governing Body and the School Budget

The Governing Body has a statutory responsibility for the financial management of the school, which includes deciding how the available funding is spent. In its strategic role, it must set the educational and financial priorities for the school and ensure the budget is managed effectively. It has a legal obligation to agree the annual budget plan, which must be submitted to the local authority.

The budget for the school should follow the priorities and objectives as set out in the School Improvement Plan. The Governing Body may delegate the preparation of the budget to a committee, who should ensure that the Head Teacher and Office Manager are also involved in the budget setting process as appropriate. The committee may also wish to have due regard to benchmarking data available for other schools in similar situations. This may be found in school or on the DfE website.

The Governing Body should ensure that its financial responsibilities and those of its committees, the Headteacher and other staff are clearly defined and set down in a written policy. This allows the Governing Body to ensure that adequate systems of financial control are in place and that it receives the information it needs to carry out its role.

Once the budget has been approved, the Governing Body should monitor spending regularly throughout the year to ensure that it is in line with the budget. Where significant variances are identified these should be understood and any appropriate action and subsequent amendments to the budget made.

Schools are subject to both local authority auditing of the schools financial procedures and practices and possibly external audit as part of the audit of the local authority. The Governing Body should receive the auditor's report and ensure that any recommendations are acted upon and implemented as necessary.

As part of the inspection process, OFSTED will look at how well the school makes use of its resources and how these are linked to educational priorities.

The Fair Funding Scheme for Financing Schools

The Fair Funding Scheme for Financing Schools is a statutory document under Section 48 of the Schools Standards and Framework Act 1998. This Scheme sets out the financial relationship between the Local Authority and the maintained schools, which it funds. The Scheme details the requirements relating to financial management and associated issues that must be adhered to by the Local Authority and all maintained schools. The requirements are binding on both the Authority and on schools.