

Lawdale Junior Primary School

**Committee
Terms of Reference
2021-22**

FINANCE GOVERNING BODY ROLES/COMMITTEES IN 21/22	
Roles	Membership
Full Governing Body	Chair – Robin Polding Vice Chair - Anne Ambrose
Finance and Premises Committee	Anne Ambrose, Annette Rook, Robin Polding, Annie Maciver and Fatima Tejani
Raising Attainment Committee	Annette Rook, Rayhan Uddin, Lloyd Crowther, Annie Maciver
Personnel and Pay Committee	Annette Rook, Robin Polding and Lloyd Crowther
Hearings and Appeals Committees	As and when required
Headteacher's Performance Review Panel	Robin Polding, Rayhan Uddin and Lloyd Crowther Review Officer - Martin Tune
Literacy liaison:	Lloyd Crowther and Fatima Tejani
Numeracy liaison:	Anne Ambrose, Annie Maciver and Moin Chowdury
Science liaison:	Robin Polding
Child Protection - Looked After Children and Safeguarding	Robin Polding
SEND	?
Health and Safety	Robin Polding

**Anne Ambrose - unavailable Tuesday evening
and Thursday evening after 5pm**

FINANCE AND PREMISES COMMITTEE TERMS OF REFERENCE

Membership: Membership of the committee shall be not less than three Governors plus the Headteacher.
Chair of Committee: Appointed by the Committee Members / Governors. (<i>Anne Ambrose October 13th 2021</i>)
Quorum: Three Governors including the Headteacher.
Frequency of Meetings: At Least one per term,

The responsibilities of the Finance and Premises Committee are divided into two principal areas, finance and premises. The terms of reference for each area are as follows:

Finance

- In consultation with the Headteacher, to review and make decisions on the first formal budget plan of the financial year
- To establish and maintain an up to date three year financial plan
- Determine and review financial policy including consideration of long-term planning and resourcing.
- To monitor expenditure and projected outturn against budget at least once each term and to report significant variances from the anticipated position to the Governing Body
- To ensure that the school operates within the Financial Regulations of the Local Authority and that correct financial controls are in place.
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service level agreements and contracts
- To make decisions on expenditure following recommendations from other committees
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher
- In the light of the Headteacher Performance Management Committee's recommendations, to determine whether sufficient funds are available for increments
- To approve expenditure between £5,001 and £10,000 (*Scheme of Delegation*)
- To receive quotations and approve expenditure between £10,001 and £15,000 in accordance with the purchasing policy below. (*Scheme of Delegation*)
- Ensure that the school receives value for money in purchasing goods and services in accordance with the principles of Best Value.
- Determine and review charges for lettings where appropriate.
- Respond to any audit reports on the management of the budget and financial procedures.
- Keep pupil numbers under review to monitor the effect on future budgets.
- Ensure procedures are in place regarding the audit of the School Fund Accounts.

Premises

- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance
- To make recommendations on premises-related expenditure
- In consultation with the Headteacher, to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
- To establish and keep under review a costed Building Development Plan including a scheme of planned maintenance
- To establish and keep under review an Accessibility plan
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To accompany the Head Teacher and Premises Manager in an annual inspection of the school's premises and grounds and prepare a statement of priorities for their maintenance and development to be presented to the Governing Body.
- Ensure that objectives are reviewed and agreed within prescribed time limits.

**Raising Attainment Committee
SCHOOL CURRICULUM AND STANDARDS**

TERMS OF REFERENCE

Membership:	Membership of the committee shall be not less than three Governors plus the Headteacher.
Chair of Committee:	Appointed by the Committee Members
Quorum:	Three Governors including the Headteacher.
Frequency of Meetings:	At least one per term,

The responsibilities of the School Curriculum and Standards Committee are as follows:

Terms of reference:

- To advise the Governing Body on the School's Curriculum Statement with reference to their statutory obligations regarding the National Curriculum, ensuring that the National Curriculum is followed.
- To receive evaluation reports from staff and leaders about all matters to do with the curriculum.
- To review the policy and provision for collective worship and for Religious Education and make recommendations.
- To review the policy and provision for sex and relationships education and make recommendations.
- To review the policy and provision for drugs education and make recommendations.
- To ensure that the requirements of the Disability Discrimination Act (DDA) and of children with special needs (including those identified as Gifted and Most able) are met, and to receive reports from the nominated Access and Inclusion (formerly SEN) Governor.
- To ensure the requirements of the Race Equality Duty, Gender Equality Duty, the Duty to Promote Community Cohesion and the Prevent agenda are met.
- To review the information about school performance required to be published.
- To contribute towards the School Development Plan.
- To review the policy on attendance and make recommendations.
- To review the policy on behaviour, and to advise the Governing Body on discipline and pastoral matters concerning pupils.
- To assist the Head Teacher in the production of the school prospectus and other school publications.
- To monitor review and ratify whole school policies.
- In consultation with the Head, to review and agree the targets.
- To monitor SATS results and evaluate progression between Key Stages.
- To analyse the school's RAISE Online report.
- To be involved in the monitoring of achievement and assessment throughout school.
- To take an active role in the School Self Evaluation cycle, reviewing the School Self Evaluation Form (SEF).

PERSONNEL and PAY COMMITTEE

TERMS OF REFERENCE

Membership:	Membership of the committee shall be not less than three Governors plus the Headteacher.
Chair of Committee:	Appointed by the Committee Members / Governors.
Quorum:	Three Governors including the Headteacher.
Frequency of Meetings:	At Least one per term

The responsibilities of the Personnel and Pay Committee are as follows:

Personnel

- To draft and keep under review the staffing structure for the school in consultation with the Headteacher.
- To establish a Pay Policy for all categories of staff and to be responsible for its administration and review
- To consider pay/grading issues – including implementation and review of the Pay Policy and the carrying out of an annual review of the school staff salaries.
- To agree recruitment and selection procedures and the level of involvement by Governors in the appointment of staff. The Staffing Regulations state that appointments outside of the leadership group should usually be delegated to the Head.
- To establish and review an Appraisal policy for all staff
- To monitor the effectiveness of all policies that relate to staffing matters and recommend changes as appropriate (this includes performance management, pay and equal opportunities).
- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To make recommendations on personnel related expenditure to the Finance, Personnel and General Purposes Committee.
- To consider any appeal against a decision on pay grading or pay awards
- Make arrangements to ensure that selection panels are available at short notice for appointments that are not delegated to the Head Teacher.
- To ensure that all staff employed by the school are covered by appropriate indemnity, line management and performance management procedures.
- To oversee the appointment procedure for all staff
- To ensure that arrangements are in place to carry out the Head's annual performance review and that objectives are reviewed and agreed within prescribed time limits.
- To review special leave applications as per the Special Leave policy

HEARINGS COMMITTEE

TERMS OF REFERENCE

Membership: Membership of the committee shall be not less than three Governors	
The Governing Body may nominate a pool of governors from which three will serve as the Hearings Committee to consider particular exclusions. If a governor has a connection with the member of staff or pupil or the incident that could affect their ability to act impartially they should not serve at the hearing.	
Chair of Committee: Appointed by the Committee Members / Governors. <i>(To be decided at meeting)</i>	
Quorum:	At least three Governors
Frequency of Meetings:	As required

The responsibilities of the Hearings Committee are as follows:

Terms of reference:

Governing Body HR Procedures (Staff Discipline, Grievance, Capability, Sickness etc)

- To make any determination to dismiss any member of staff *(unless delegated to the headteacher)*
- **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 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)*

School's complaints Procedures

- 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 dis-applications, and the operation of the Governing Body's charging policy:

Pupil Discipline:

- 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)*

Committee Membership- (as required)

APPEALS COMMITTEE

TERMS OF REFERENCE

Membership:	Membership of the committee shall be not less than three Governors
The Governing Body may nominate a pool of governors from which three will serve as the Appeals Committee. If a governor has a connection with the member of staff or pupil or the incident that could affect their ability to act impartially they should not serve at the hearing.	
Disqualification – The Headteacher	
Any Governor involved in the original Hearing of with prior knowledge of the pupil or the incident.	

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

Chair of Committee: Appointed by the Committee Members / Governors. *(To be decided at meeting)*

Quorum: At least three Governors

Frequency of Meetings: As required

The responsibilities of the Appeals Committee are as follows:

Terms of reference:

- 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*

HEADTEACHER'S PERFORMANCE REVIEW PANEL

TERMS OF REFERENCE

Membership:	Membership of the committee shall be two or three Governors.
Disqualification:	The Headteacher and Staff Governors
Chair of Committee:	Appointed by the Committee Members / Governors. <i>(To be decided at meeting)</i>
Quorum:	Two Governors
Frequency of Meetings:	As required, but at least twice per year.

Terms of reference:

- To arrange to meet with the External Adviser to discuss the Headteacher's performance targets
- To decide, with the support of the External Adviser, 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 & Resources Committee* in respect of awards for the successful meeting of targets set