



**Terms of Reference: TEACHING AND LEARNING
(Focus of Full Governing Body 3 times per year)**

The Committee shall:-

- ensure the school is offering a curriculum which is balanced and broadly based and which meets the national and school aims and in particular will:
 - ensure the school is meeting the requirements of the National Curriculum;
 - review the school's curriculum overviews, which are published on the school website, with reference to National and local guidelines;
 - review the school's Special Educational Needs Policy and Local Offer statement
 - review the school's policy and provision for sex education
 - ensure the school is meeting the requirements for provision of Religious Education, referring to the Locally Agreed Syllabus
 - review the school's provision of daily collective worship
 - ensure that all up to date statements and policies are published accordingly and available to parents for inspection
- Consider formal complaints about modifications to, or disapplications of the
- National Curriculum:
 - in respect of individual pupils;
 - in respect of any part of the curriculum;
- and make appropriate recommendations about any required action.
- The Committee will support and guide the Finance Committee and Headteacher in prioritising curriculum developments for inclusion in the budget. Within the planning and review process, the committee will take responsibility for consulting with stakeholders, e.g. pupils, staff.
- The Committee will be responsible for monitoring the teaching, learning and curriculum related issues in the School Improvement Plan, including the implementation of new strategies. As part of the

monitoring process, written and verbal reports from governors will be received at each committee meeting, with evaluation taking place as appropriate.

- In order to secure continual review of the school's Accessibility Plan and Disability Equality Scheme, a yearly agenda item to be included making reference to the monitoring of relevant sections of the school's Accessibility Plan and Disability Equality Scheme.
- Minutes of each Committee meeting will be circulated to all members of the Governing Body.

Terms of Reference: FINANCE & EXECUTIVE
(Focus of Full Governing Body 3 times per year)

- In consultation with the Headteacher, to draft/approve 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 City 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 prepare financial statements for inclusion in the governing body report to parents
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To exercise virement between budget headings as necessary and up to an agreed maximum
- To prepare and review financial policy statements, including consideration of long term planning and resourcing
- To agree the level of delegation to the Headteacher for the day to day financial management of the school.
- To authorise staff to have responsibility for signing orders, invoices and petty cash claims.
- To authorise the Headteacher to enter into contracts up to an agreed limit
- To liaise with those responsible for the school funds to ensure an overall policy on expenditure is agreed to the best advantage of the school.
- To respond to any audit reports on the management of the budget and financial procedures
- To review the school lettings policy.
- 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

Model Terms of Reference: STAFFING

- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee
- To establish a Pay Policy for all categories of staff and to be responsible for its administration and review
- To establish and review a Performance Management policy for all staff
- 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 Committee
- To consider any appeal against a decision on pay grading or pay awards
- To formulate and review staffing and personnel policies
- To draft and keep under review Disciplinary and Grievance Procedures for approval by the Governing Body and to ensure that staff are kept well informed.
- To agree recruitment and selection procedures and the level of involvement by governors in the appointment of staff.
- To review Headteacher's, Deputy Headteachers' and teachers' salaries as required by the Pay and Conditions documents.

Model Terms of Reference: HEALTH & SAFETY AND 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 to the Finance Committee on premises-related expenditure
- In consultation with the Headteacher and the Finance Committee, 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 an Asset Management Plan
- To establish and keep under review an Accessibility plan
- To monitor, and report regularly to the Governing Body on:
 - Energy
 - Cleaning
 - Grounds Maintenance
 - Security
 - Maintenance
- To make recommendations for minor works related to improvements or repairs to the buildings or grounds.
- To approve the costs and contracts for maintenance, repairs and decoration within the budget allocation.
- To review and advise the Governing Body on all matters relating to Community Use, including the charging policy.
- To approve a Health and Safety Policy. To monitor on a regular basis all issues relating to health and safety and to work closely with the Health and Safety Representative within the school.