

TANFIELD LEA COMMUNITY PRIMARY SCHOOL

TERMS OF REFERENCE

FULL GOVERNING BOARD

CHAIR: Mr A Gladstone-Heighton

VICE CHAIRS: Mrs R Graham and Mr S Wilcock

Strategic Leadership and Accountability:

- In collaboration with school leaders determine a clear and explicit vision for the future. Ensure this is communicated to the whole organization.
- Set strong and clear values and ensure these are embedded across the organisation and adhered to.
- Determine the strategic direction for the school.
- Monitor and evaluate pupil progress and attainment by receiving reports and information from the Head Teacher and other school leaders; compare against national and local benchmarks over time.
- Receive reports from committees, working parties or individuals and agree actions.
- Approve the SEF and monitor throughout the year.
- Approve the School Improvement Plan priorities and monitor throughout the year progress towards agreed actions.
- Ensure there is a transparent system for performance management of all staff which is clearly linked to the school's priorities. Have oversight of staff performance throughout the year.
- Ensure there are mechanisms in place to listen to and respond to the views of parents/carers, pupils, staff, local communities and employers.
- Agree recruitment process to be followed in relation to Senior Leader posts; where delegated ratify appointments.
- Final approval of the annual budget plan.
- Monitor the school's budget throughout the year.
- Agree expenditure limits for the Head Teacher.
- Hold at least 3 meetings each academic year. Ensure that committee meetings are held in accordance with the agreed terms of reference.

People and Structures:

- Elect and/or remove Chair of Governors and Vice Chair of Governors.
- Appoint Committee Chairs or delegate to each committee.
- Consider and agree delegation of functions to individuals or committees.
- Agree committee terms of reference and membership.
- Establish a register of Governors business interests.
- Ensure Governors information on the Get Information About Schools (GIAS) register and the school website is up to date and compliant with current requirements.
- Confirm the Instrument of Government and subsequent amendments.
- Appoint Co-opted, Local Authority and where necessary Parent Governors to the Board.
- Review and monitor the Governor Induction Process.
- Have regard for Governors professional development.
- Where necessary, suspend or remove Governors from the Board.
- Appoint/dismiss the Clerk to the Governing Board.

Compliance and Evaluation:

- Consider business provided by Local Authority and other sources
- Suspend or end suspension of staff members.
- Ensure all statutory policies are in place and there is an effective policy review cycle.
- Review and agree the Governor Code of Conduct.
- Confirm arrangements for completion of a Governor Skills Audit.
- Ensure there is regular self-evaluation and review of individual's contribution to the Board as well as the Board's overall operation and effectiveness.
- As necessary, consider an external review of the Board's effectiveness.
- Ensure school website is up to date and compliant with current DfE requirements.

ACHIEVEMENT AND DATA COMMITTEE

CHAIR: Mr P Davidge

Terms of Reference:

- Conduct the school with a view to promoting high standards of education achievement.
- Set targets for achievement at Early Years (EY), Key Stage 1 (KS1) and Key Stage 2 (KS2) and monitor the school's performance against these targets and national standards.
- Monitor the achievement of disadvantaged groups and the impact of policies on race, Special Needs and Disabilities (SEND), Children in Care(CIC)/Post Children in Care(PCIC) and Disability on children, parents and communities.
- Contribute to the development and monitoring of the School Enhancement Plan and the School Evaluation Framework.
- Set priorities for improvement and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
- Ensure that every child receives the full statutory curriculum that the school must provide.
- Ensure that a report on each pupil's educational achievements is forwarded to their parents/carers annually.
- Set attendance targets and monitor the school's performance against these targets.
- Ensure the school has a curriculum policy that meets pupils' needs.
- Monitor and review pupil attendance data against attendance targets.
- Monitor and review data on behaviour, bullying, peer on peer abuse, attendance, suspensions and exclusions.
- Monitor and evaluate the quality of education and the impact of the curriculum including Reading in all key stages.
- Monitor and review impact of Pupil Premium, Sports Premium, Early Years.
- Regularly review the Assessment Policy and ensure that the policy is operating effectively.
- Receive reports from external sources and agree actions to address recommendations; monitor and evaluate progress made.
- Advise the Finance Committee on the relative funding priorities necessary to deliver the curriculum.
- Monitor and review pupil exclusion information.

MEETINGS: At least termly.

QUORUM: 3

DISQUALIFICATIONS: None.

APPEALS COMMITTEE

Elect Chair

Terms of Reference

- Consider any appeal against a decision made under the HR policies adopted by the Governing Body.
- Consider any appeal against a decision made by the First/Pay Review Committee during the annual review of teachers' salaries.
- Consider any appeal against selection for redundancy through a staffing reduction process.
- Consider complaint under Stage 2 of the school's Complaints Procedure.

MEETINGS: As and when required.

QUORUM: Must have at least the same number of Governors as were present at the original hearing.

DISQUALIFICATIONS: Head Teacher; Chair of Governors (if have prior knowledge); any Governor involved in the original hearing; where there may be a conflict of interest; any Governor whose spouse/partner is involved; staff (appeals in relation to salary or staffing reduction decisions).

FINANCE COMMITTEE

CHAIR: Mr S Paley

Terms of Reference

Finance:

- In conjunction with the Head Teacher to draft and propose the first formal budget plan of the financial year for approval by the full Governing Body.
- Establish and maintain an up-to-date three-year financial plan, taking into account priorities in the School Improvement Plan, roll projection and signals from central Government and the Local Authority (LA) regarding future years' budget.
- Ensure that priorities detailed within the School Improvement Plan are appropriately costed and are reflected in the annual budget.
- Monitor the capital and revenue budget position statements to identify and address any anomalies from the anticipated position and report termly to the full Governing Body.
- Review and monitor outstanding debts and action taken.
- Review and monitor Direct School Meals Provision by income and expenditure statements.
- Review the year end outturn report.
- Monitor and approve virements and expenditure over the Head Teacher's delegated limit.
- Appraise and approve spending decisions where competitive quotations or tenders are required.
- Ensure the school operates within the financial regulations of the Local Authority and the requirements of the Department for Education (DfE) Schools Financial Value Standard (SFVS).
- Approve annually the SFVS submission prior to the 31 March deadline.
- Review Related Party Transaction Register.
- Monitor the implementation of any identified actions in the SFVS submission.
- Confirm management arrangements for the Private School Fund and nominate an officer to administer the fund (Treasurer).
- Appoint an Auditor for the Private School Fund.
- Monitor expenditure of all voluntary funds held on behalf of the Governing Body and receive an audited annual statement of income and expenditure.
- Annually review the outcomes of the asset register stock check and approve the disposal of obsolete items.
- Oversee use and monitor impact of the Early Years Premium, Pupil Premium, PE and Sports Premium, Catch-Up Premium and Recovery Premium.
- Review and monitor all financial policies including lettings, charging and remissions and expenses policies.
- Consider and promote income generation.
- Annually review income generated from contracts and lettings; oversee the use of premises by outside users.
- Where necessary, monitor and review Extended Care provision including review of annual income and expenditure statements where applicable.
- Ensure all appropriate insurances are in place.
- Annually review and approve the school's Financial Procedures Manual.
- Monitor service level agreements annually and make decisions in respect of service level agreements ensuring value for money.
- Make decisions on expenditure following recommendations from other committees for example collaborative working arrangements with other schools and/or bodies to ensure value for money.

- Ensure as far as is practical that health and safety issues are appropriately funded in accordance with agreed priorities.
- Annually review financial benchmarking data.
- Monitor the implementation of actions arising from the Internal Audit report or of a financial nature from other inspection regime reports.
- Ensure any instances of fraud or financial irregularity are reported immediately to the Head of Education and Skills and Chief Internal Auditor and Corporate Fraud Manager.

Premises:

- Establish, review and monitor the Health and Safety Policy ensuring that the school meets health and safety requirements.
- Ensure actions are taken in respect of relevant health and safety legislation.
- Ensure that premises and the learning environment are maintained and are fit for purpose.
- Provide support and guidance for the Head Teacher and Governing Body on all matters relating to the maintenance and development of the premises and grounds, including health and safety.
- Ensure that an annual inspection of the premises and grounds is undertaken and a report received identifying any issues. Inform the Governing Body of the report and set out a proposed order of priorities for maintenance and development for the approval of the Governing Body.
- Ensure professional surveys and emergency works are arranged as necessary.
- Oversee the use of premises by outside users.
- Establish and keep under review an Accessibility Plan and an Asset Management/Building Development Plan.
- Monitor data on accidents and incidents.

MEETINGS: at least termly.

QUORUM: 3

DISQUALIFICATIONS: where there may be a conflict of or a pecuniary interest.

Delegation to the Head Teacher

The School Standards and Framework Act 1998.

The Governing Board can delegate to the Head Teacher responsibility for deploying resources, subject to the provisions in the Scheme for the Financing of Schools in County Durham.

Expenditure:

- Any item of expenditure up to £5,000.
- Above this limit if item was previously notified to the Governing Board.
- Prior Finance Committee or Chair of Governors approval (whichever is the soonest) to be sought outside of these limits and reported to the Finance Committee at the earliest opportunity.

NOTE:

Any goods/services purchased and works to be carried out are subject to the latest Durham County Council (DCC) Contract Procedures Rules as published on the school's website.

FIRST/PAY REVIEW COMMITTEE

CHAIR: Mr A Gladstone-Heighton

Terms of Reference

- Annually agree the Teachers' Pay Policy.
- Consider any requests made in accordance with Human Resources (HR) policies eg leave of absence etc (unless delegated to the Head Teacher).
- Make any decisions under HR procedures adopted by the Governing Body eg disciplinary, grievance, ill-health, capability etc (unless delegated to the Head Teacher).
- Deal with matters relating to staffing reductions, restructures and changes to the permanent school staffing structure.
- Act in accordance with the Teachers' Pay Policy and School Teachers' Pay and Conditions Document (STPCD) when carrying out the annual review of teachers' salaries.
- Lifting of Head Teacher's suspension (lifting of all other staff suspensions delegated to the Chair of Governors).

MEETINGS: at least annually.

QUORUM: 3

DISQUALIFICATIONS: Head Teacher; Chair of Governors (if have prior knowledge); where there may be a conflict of interest; any Governor whose spouse/partner is involved; staff (annual pay review and matters relating to staffing reductions).

HEAD TEACHER'S PERFORMANCE REVIEW COMMITTEE

Terms of Reference

- Set, with the support of the External Advisor/Local Authority Adviser, the Head Teacher's annual performance objectives.
- Monitor throughout the year the performance of the Head Teacher against agreed performance objectives and hold interim review meetings.
- Review, with the support of the External Advisor/Local Authority Adviser achievement of performance objectives.
- Make recommendations to the First/Pay Review Committee in respect of the Headteacher's performance and annual pay progression (where eligible).

MEETINGS: Autumn Term plus monitoring meetings.

DISQUALIFICATIONS: Head Teacher and staff.

PERSONNEL COMMITTEE

CHAIR: Mrs M Robson

Terms of Reference

- Carry out an annual review of the staffing structure in consultation with the Head Teacher and Finance Committee.
- Ensure the school is sufficiently staffed to fulfil the effective operation of the school and the School Enhancement Plan.
- Oversee the recruitment and selection procedures for all staff.
- Keep under review work/life balance, working conditions and well-being including monitoring attendance management.

MEETINGS: at least annually.

QUORUM: 3

DISQUALIFICATIONS: where there may be a conflict of or pecuniary interest; any Governor whose spouse/partner is involved.

Delegation to Head Teacher

School Staffing (England) Regulations 2009

The Governing Body can delegate the power to appoint outside the leadership group to:

- The Head Teacher.
- One or more Governors with the right of the Head Teacher to advise.
- One or more Governors and the Head Teacher.

Appointments:

Governing Body delegates to Head Teacher and at least one Governor responsibility for the appointment of:

- Permanent teaching staff posts.
- Permanent support staff posts.
- Temporary staff.

Dismissals:

Delegation to the Head Teacher in line with school HR policies.

The Governing Board agreed that should the Head Teacher be the subject of any conduct, capability, performance or discipline proceedings, delegation was to the Chair of the Governing Board.

Lifting a Suspension:

- All staff (excluding Head Teacher) – Chair of Governors.
- Head Teacher – First/Pay Review Committee.

SAFEGUARDING AND HEALTH & SAFETY COMMITTEE

CHAIR: Mrs V Burnett

Terms of Reference

- Ensure the school is fulfilling its responsibilities regarding safeguarding and child protection and the requirements of 'Keeping Children Safe in Education' (KCSIE).
- Set priorities for improvement and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
- Ensure Safeguarding policies are adhered to; monitor and review all safeguarding policies/procedures within school.
- Ensure the school has an effective behaviour and anti-bullying policy. Monitor the implementation of this policy and its impact.
- Ensure school is fulfilling its responsibilities with regards to pupils accessing alternative provision.
- Ensure that adequate provision is made for pupil transition.
- Ensure that regular monitoring of the Single Central Record is undertaken and that it is up to date and compliant with current statutory expectations.
- Ensure the school adheres to all Health and Safety measures.
- Review Health and Safety Audit, RoSPA and Fire Audit at least annually.
- Develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (eg sex education).
- Ensure that the school's policy on SEND is consistent with the Code of Practice and Equalities Act, most recent KCSIE updates and receive termly reports from the Head Teacher/SENDCo and an annual report from the SEND Governor.
- Ensure the SEND Policy is monitored and reviewed regularly and that the policy is known to parents/carers.
- Ensure the school works effectively with other agencies to support vulnerable children and their families.
- Ensure the school complies with the provisions of the Equalities Act 2010.
- Ensure all children have equality of opportunity.
- Monitor and evaluate the quality of education and the impact of the curriculum including PHSCE.
- Monitor pupils' attitudes, values and development of other personal qualities within the school through the provision of RE and PHSCE. Ensure parents are informed of the right to withdraw their child.
- Aims and values for the school are agreed and positive ethos for the school is promoted. Policy decisions are consistent with the agreed aims, values and ethos.
- Ensure the school has an effective school council. The Governing Body takes account of the school council in determining the way in which the school is conducted.
- The school promotes inclusive policies that allow for the achievement of all pupils.
- Ensure that school has policies on Race and Disability Discrimination.
- Act as Pupil Discipline Committee for Permanent/Fixed Term Exclusions.

MEETINGS: At least termly.

QUORUM: 3

DISQUALIFICATIONS: None.

TEACHING AND LEARNING COMMITTEE

CHAIR: Mrs R Graham

Terms of Reference

- In general terms, monitor teaching and learning and the progress of children
- Ensure the quality of education, teaching and learning

Strategic direction and statutory areas

- Review, monitor and evaluate the curriculum offer.
- Contribute to the development and monitoring of the:
 - Self Evaluation Framework.
 - School Enhancement Plan.
 - Targets for school improvement.

Assessment and Improvement

- Monitor and evaluate the effectiveness of leadership and management in relation to curriculum design, implementation and impact.
- Monitor and evaluate the effectiveness of curriculum design.
- Monitor and evaluate the school's own assessment of the impact of the curriculum for all groups of children to include Reading in all key stages.
- Monitor and evaluate the quality of teaching and learning and the impact on rates of pupils' progress and standards of achievement.
- Monitor and evaluate provision for all groups of vulnerable children eg children in care/post children in care, children in need and ensure all their needs have been identified and addressed.
- Monitor and evaluate the impact of continuing professional development on improving staff performance.
- Ensure all aspects of appraisal are carried out.
- Receive reports from external sources and agree actions to address recommendations; monitor and evaluate progress made.

MEETINGS: At least termly.

QUORUM: 3

DISQUALIFICATIONS: None.