

**Hallsville \ Scott Wilkie
School Governing Body**

Committee Terms of Reference

2017

Finance\Resources\Premises Committee
Membership – <i>Bola Awoyemi, Chester Yang, Richard Fagg, Keri Edge</i>
Quorum – any 3 governors who are members of the committee
Terms of reference
<p>Strategic</p> <ul style="list-style-type: none"> • Monitor and evaluate the Key Issues from the School Development Plan: • Monitor and agree changes to the aspects of the school's self evaluation analysis in relation to: <ul style="list-style-type: none"> • Overall effectiveness • Leadership and management • Quality of teaching, learning and assessment • Personal Development behaviour, • Outcomes for pupils • Effectiveness of the early years • SMSC social, moral, spiritual an cultural <p>Finance</p> <ul style="list-style-type: none"> • Develop a three-year financial plan for approval by the governing body • Prepare and review a finance policy for approval by the governing body • Establish a timetable and procedures for planning the budget • Develop an annual budget plan which ensures the implementation of school priorities at the start of each financial year, for approval by the governing body • Develop plan for the expenditure of pupil premium and sports premium funding for approval by the governing body. • Approve and review the school's financial management structure. • Monitor the school budget to ensure that expenditure remains in line with the budget plan • Monitor the expenditure and impact of pupil premium and sports premium funding • Approve virements between £8001 and £24,999 • Ensure that the school's financial regulations are implemented • Approve and review the school's Letting Policy <p>Staffing</p> <ul style="list-style-type: none"> • Review the school's staffing structure and make recommendations to the governing body • Review staff pay • Approve, review, monitor and evaluate the implementation of the pay policy • Approve, review, monitor and evaluate the implementation of the performance management policy • Approve, review, monitor and evaluate the staff discipline and grievance policies and procedures • Approve, review, monitor and evaluate the implementation of all the policies relating to the governing body's equality duties that affect staff <p>Premises</p> <ul style="list-style-type: none"> • Approve, review, monitor and evaluate the implementation of a site development plan with clear indication of the priorities and the benefits that would be derived from them

<ul style="list-style-type: none"> • Ensure school buildings and physical classroom environment are fit for purpose • Ensure the school's insurance arrangements are appropriate <p>Health & Safety</p> <ul style="list-style-type: none"> • Review health & safety arrangements to ensure that the required policies and procedures are in place and that the appropriate risk assessments are carried out and recorded • Monitor and review the site security
Work Programme –
Once every term

School Improvement Committee
Membership – Bola Awoyemi, Richard Fagg, Dave Lee, Lorraine Johnson, Shirley Magwenzi, Pat Holland
Quorum – any 3 governors who are members of the committee
Terms of Reference
<p>Strategic</p> <ul style="list-style-type: none"> • Monitor and evaluate the Key Issues from the School Development Plan: • Monitor and agree changes to the aspects of the school's self-evaluation analysis in relation to: <ul style="list-style-type: none"> • Overall effectiveness • Leadership and management • Quality of teaching, learning and assessment • Personal Development behaviour, • Outcomes for pupils • Effectiveness of the early years • SMSC social, moral, spiritual an cultural • Identify priorities for expenditure in terms general budget spending and pupil premium and sports premium spending and make these known to the resources committee • Monitor and evaluate the school's communication strategy and make recommendations to the governing body <p>Standards</p> <ul style="list-style-type: none"> • Analyse data concerning pupil progress from the Foundation stage to KS2 (primary) or Key Stage 3 to 4 (secondary) paying particular attention to the progress and attainment data of identifiable groups, including those eligible for pupil premium and sports premium funding. • Monitor and evaluate the quality of teaching and learning, including a review of strengths and areas for development. • Monitor performance against attainment targets set by the governing body • Recommend annual attainment targets to the governing body. • Ensure arrangements for statutory assessments and for issuing progress reports to parents are in place <p>Curriculum</p> <ul style="list-style-type: none"> • Ensure that the school's curriculum offer matches the ethos of the school and meets the needs of the pupils.

<ul style="list-style-type: none"> • Approve, review, monitor and evaluate the subject and pastoral policies on a planned basis
<p>Pupils</p> <ul style="list-style-type: none"> • Approve, review, monitor and evaluate the elements of the equality duty action plan that affect pupils and parents • Review, monitor and evaluate the policies for inclusion and supporting vulnerable children with inclusion and looked after children link governors. • Approve, review, monitor and evaluate the school's behaviour policies • Monitor and evaluate the school's extra curricular activities. • Ensure that the school maintains effect links within the Newham family of schools and with the local community. • Approve, review, monitor and evaluate the complaints policy and procedures • Approve, review, monitor and evaluate the food policy and ensure nutritional standards meet statutory requirements • Approve, review, monitor and evaluate the Health Education policy • Monitor and evaluate the out of school hours learning policy
<p>Safeguarding</p> <ul style="list-style-type: none"> • Approve, review, monitor and evaluate the school's safeguarding policies • Review data on the implementation of the child protection procedures • Ensure governors and staff receive appropriate safeguarding and safer recruitment training • Prepare an annual report for the governing body on the arrangements for carrying out pre-appointment checks on staff and volunteers and the accuracy of the schools single central register.
<p>Work Programme –</p> <p>Once every half term</p>

<p>Staff Discipline Grievance and Appeals Committee</p>
<p>Membership – all governors other than those employed at the school</p>
<p>Quorum – any 3 governors who are members of the committee</p>
<p>Terms of Reference</p> <ul style="list-style-type: none"> • To consider disciplinary cases in line with the governing body's disciplinary procedures • To consider grievances in line with the governing body's grievance procedure. • To consider appeals in line with the governing body's procedures.

<p>Performance Management Committee</p>
<p>Membership – all governors other than those employed at the school</p>
<p>Quorum – any 3 governors who are members of the committee (regulations provide for a minimum of 2 governors to set the Headteacher's performance management targets)</p>
<p>Terms of Reference</p> <ul style="list-style-type: none"> • To set appraisal targets for the Headteacher • To operate the performance management arrangements for the

Headteacher and to take decisions about pay and progression within the pay range agreed by the governing body
Work Programme –
<ul style="list-style-type: none"> • Carry out Headteacher’s performance review

Pupil Discipline
Membership – all governors other than those employed at the school
Quorum – any 3 governors who are members of the committee
Terms of Reference
<ul style="list-style-type: none"> • To consider appeals against fixed term exclusions which aggregate 15 days or more for any one pupil in a single term. • To consider appeals against permanent exclusions. • To consider any other appeals against fixed term exclusions

Complaints Committee
Membership – all governors other than those employed at the school
Quorum – any 3 governors who are members of the committee
Terms of Reference
To determine complaints that reach stage 3 of the governing body’s complaints procedure.