

## Terms of Reference of Committees

### **Finance and Personnel Committee**

Terms of reference:

- In consultation with the Headteacher, to draft the 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
- Financial decisions made may be reviewed and changed by the full governing body. A motion to change a financial decision of the committee must be supported by at least eight governors
- To ensure sufficient funds are available for staff annual pay increments.
- To ensure that all necessary insurances are in place
- The Finance Policy and Pay Policy are to be reviewed annually and the review reported to the full governing body
- To draft and keep under review the staffing structure in consultation with the Headteacher
- To administer and review the Pay Policy for all categories of staff and bring it in line with the school pay policy
- To appoint three members to serve as a Pay Panel \*\* and ensure that the panel follows the terms of reference as set out in the school pay policy
- To oversee the appointment procedure for all staff
- To review the Performance Management arrangements for all staff bringing them in line with the pay policy
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence and PPA
- To ensure all staff have an annual review of performance and an annual salary statement

### **Standards Committee**

Terms of reference:

- To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policies
- 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 make arrangements for the Governing Body to be represented at School Improvement discussions with the External Education Consultant 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 Gifted & Talented. To monitor reports from them and advise the Governing Body
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator
- To review all curricular policies on a rolling programme for ratification by the full governing body
- To ensure fair allocation of resources to subjects in the light of the SIP
- To look for opportunities to broaden the curriculum and to bring governor expertise to the school and to ensure that creativity is an essential part of the curriculum
- To look for opportunities to broaden the range of extra curricular activities
- To support and monitor the school's progress toward it's vision
- To support the schools progress in addressing recommendations made by OFSTED

### **Premises Committee**

Terms of reference:

- 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
- oversee premises-related funding bids
- To oversee arrangements, including organizing and reviewing Health and Safety, for the use of school premises by outside users, subject to governing body policy
- To carry out inspections of the school buildings and grounds to include a Health and Safety audit and fire risk assessment
- To develop and annually review the School Asset Management Plan
- To oversee the annual maintenance schedule
- To oversee the premises checks file
- To establish and keep under review an Accessibility plan

- To actively seek ways in which the school can make best use of its grounds and resources in partnership with the community