



NEW HARTLEY FIRST SCHOOL

‘Happy children aiming high’



GOVERNING BODY COMMITTEE STRUCTURE & TERMS OF REFERENCE – 2015-2016

TERMS OF REFERENCE - CURRICULUM & PERFORMANCE

Membership: The Panel for this Committee shall consist of five Governors, including the Head Teacher.

Only three Governors are required when meeting as a Hearing Body.

The chair shall be a member ex-officio (i.e. by virtue of the office) with the right to vote.

The Committee shall have such Associate members as the Governing Body determine at the date of appointment. Associate members may be granted voting rights at the discretion of the Governing Body.

Quorum: The Quorum must be three Governors. In the absence of the Head Teacher, his representative may attend as advisor/observer.

Chair: Mrs. C. Nicholson

Frequency of meetings: As required but no less than once each term

Make recommendations to the Governing Body on the arrangements for collective worship and the provision of religious education (as required)

Make recommendations to the Governing Body on the arrangements for sex education and the delivery of PSHE in school (as required)

Advise the Governing Body on arrangements required for pupils with special educational needs (as required)

Consider complaints relating to the curriculum and to advise the Governing body (Hearing Body) (as required)

Succession Planning

Annually review the School Improvement Plan and advise the Governing Body on priorities for the key areas of the curriculum. (Summer Term)

Analyse data relating to the school's performance and to agree targets for pupil achievement (Spring Term)

Monitor and evaluate pupil progress, in all subjects (Spring Term)

TERMS OF REFERENCE - POLICIES

Membership: The Panel for this Committee shall consist of five Governors, including the Head Teacher.

Only three Governors are required when meeting as a Hearing Body.

The chair shall be a member ex-officio (i.e. by virtue of the office) with the right to vote.

The Committee shall have such Associate members as the Governing Body determine at the date of appointment. Associate members may be granted voting rights at the discretion of the Governing Body.

Quorum: The Quorum must be three Governors. In the absence of the Head Teacher, his representative may attend as advisor/observer.

Chair: Mrs. J. Stewart

Frequency of meetings: As required but no less than once each term

Undertake a cyclical review of all school policies; ensuring that appropriate policies and procedures are agreed and adopted by the Governing Body, having particular regards to advice from the LA.

TERMS OF REFERENCE – STAFFING & FINANCE

Membership: The Panel for this Committee shall consist of five Governors, including the Head Teacher.

Only three Governors are required when meeting as a Hearing Body.

The chair shall be a member ex-officio (i.e. by virtue of the office) with the right to vote.

The Committee shall have such Associate members as the Governing Body determine at the date of appointment. Associate members may be granted voting rights at the discretion of the Governing Body.

Quorum: The Quorum must be three Governors. In the absence of the Head Teacher, his representative may attend as advisor/observer.

Chair: Mrs. J. Golightly

Frequency of meetings: As required but no less than once each half term

Ensure appropriate internal control systems are in place and applied

Set the annual budget for the school.

Ensure appropriate advice is sought before entering into contracts, in line with the LA's financial regulations.

Authorise the reallocation of funds between budgets and inform the LA
 Approve arrangements for the audit of funds received other than from the LA
 Advise the Governing Body on any matters arising from the audit of school's accounts.
 Monitor the budget and to advise the Governing Body as necessary on financial matters.
 Agree with the Head Teacher, expenditure on capital projects not falling within the planned budget.
 Authorise signatories for the school bank account.
 Determine the levels of charges for lettings.
 Make recommendations annually to the Governing Body on a three year financial strategy, having particular regard to the School Improvement Plan.
 Advise the Governing Body on any issues arising from financial matters.
 Succession Planning
 Appointments of staff other than the Head and Deputy Head (full Governing Body duty)
 Reviewing the staffing structure of the school (as necessary but no less than once per term)
 Ensuring that each member of staff has a job description which is reviewed annually and to ensure that job descriptions are reviewed whenever vacancies arise (Autumn Term)
 Ensuring performance management targets are appropriate. (Autumn term)
 Consider applications from staff for secondments, early retirements, voluntary redundancy etc. that the Head feels are necessary to refer to the Governing Body (Hearing Body).
 Hear cases that are referred to the Governing Body under the Governing Body's disciplinary, capability, disability and grievance procedure (Hearing Body).

TERMS OF REFERENCE - PREMISES & COMMUNITY

Membership: The Panel for this Committee shall consist of five Governors, including the Head Teacher. Only three Governors are required when meeting as a Hearing Body.
 The chair shall be a member ex-officio (i.e. by virtue of the office) with the right to vote.
 The Committee shall have such Associate members as the Governing Body determine at the date of appointment. Associate members may be granted voting rights at the discretion of the Governing Body.
Quorum: The Quorum must be three Governors. In the absence of the Head Teacher, his representative may attend as advisor/observer.
Chair: Mrs. H. Belshaw
Frequency of meetings: As required but no less than once each half term

Make recommendations to the Governing Body on capital works and improvements
 Prepare an annual programme of repairs, maintenance and decoration
 Security of the school premises and fire safety measures, including alarm systems and fire drills
 To oversee arrangements for grounds maintenance and the requirements of the environmental Protection Act 1990 concerning litter and refuse.
 To ensure suitable risk assessments are prepared and that action is taken to minimise risk.

Appointed Governors for Head Teacher Performance Management

Mr. D. Brown
 Mrs. J. Golightly
 Mrs. C. Nicholson

Delegation to the Head Teacher

Day to day leadership and management of the school
 Casual staff appointments
 Temporary appointments to maintain delivery of the curriculum.
 The taking of decisions and making arrangements for the terminations of staff contracts. (Depending on the issue, to work in partnership with one or more Governor).
 To annually review staff salaries in accordance with the school's pay policy and make any recommendations to the staffing and finance committee.
 Performance Management of staff in accordance with the school's Performance Management Policy
 Application & administration of all policies as agreed by the Governing Body.
 Day to day financial management of the school plus