

**** SCHOOL
Agreed / Revised ****

STRATEGIC POLICY AND DIRECTION COMMITTEE – Terms of Reference

Membership: The Panel for the Committee shall consist of ****(six)** Governors, however when meeting as a Hearing Body or Appeals Panel this will have only three Governors.

Quorum: The Quorum must be three governors (or 50% if higher)

Chair: To be agreed by the committee.

Clerk: To be appointed by the committee.

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

CURRICULUM DUTIES

Annually review the Curriculum Policy for approval by the governing Body.

Make recommendations to the governing body on the arrangements for collective worship and the provision of religious education.

Make recommendations to the governing body on the policy for the provision of sex education and the delivery of PSHE in school.

Advise the Governing body on arrangements required for pupils with special educational needs.

Consider complaints relating to the curriculum and to advise the governing body (Hearing Body)

SCHOOL IMPROVEMENT DUTIES

Annually review the School Improvement Plan and advise the Governing Body on priorities for the key areas.

Analyse data relating to the school's performance and to agree targets for pupil achievement.

Monitor and evaluate pupil progress, in all subjects and to review regularly subject policies.

Succession Planning.

POLICY REVIEW DUTIES

Undertake a cyclical review of all school policies; agreeing changes and making recommendations to the governing body in areas that may not be delegated.

Policies may include, but are not restricted to:

- Leave of Absence
- Whole School Pay Policy
- Health & Safety Policy
- Lettings & Charges Policy
- Child Protection
- Anti Bullying
- Admissions
- Curriculum Policies

APPEALS

Hear appeals against a decision made by another committee of the Governing body. This will include appeals over capability or disciplinary action, dismissal and pay (Appeals Panel) (excluding support staff grading issues). [Hear admissions appeals (Appeals Panel).- Aided/Foundation Schools only]

DELEGATION TO THE HEAD TEACHER

* School – Agreed / Revised:

The Head teacher will be responsible for the day to day management of the school in accordance with the professional responsibilities outlined within the School Teachers' Pay and Conditions Document.

Additionally, the Governing Body will delegate some of its functions to the Head Teacher. The nature and extent of the functions that are delegated must be formally defined by the Governing Body and reviewed on an annual basis. In broad terms, this would mean: (GB to determine)

Staffing:

- Undertake casual staff appointments to ensure the delivery of the curriculum and within the limits of the budget allocation and income generated from the schools supply scheme insurance and other specific income.
- Undertake temporary appointments to maintain the delivery of the curriculum within the limits of the agreed staffing structure (except where additional SEN funding may be allocated).
- Undertake permanent support staff appointments for certain categories of staff (specifically PTSAs and Cleaners).
- Make arrangements for the sanction, suspension or dismissal of staff (act as Hearing Body as required) with sanctions further delegated to Nominated Officers appointed by the Head or Chair.
- Ensure compliance with appraisal and performance pay progression arrangements in accordance with the school's pay policy.

Operational Management:

- Consistent and fair application & administration of all policies and procedures agreed by the governing body.
- Undertake consultation prior to and briefings to support implementation following adoption of new and revised policies and procedures.
- Compliance with all statutory requirements and the scheme for financing schools in Northumberland.

Finance:

- Day to day financial management of the school within the parameters of the agreed operational budget
- Maintenance of adequate and effective systems of internal financial control for all monies managed by the school.
- Monitoring of the operational budget, income, expenditure and commitment, on a day to day basis
- Not less than termly, written reports to be presented to the GB – to include commentary on under/over spends and commitments
- Requests for significant changes to be presented to the GB in report form including cost/benefit analysis of priorities in current and future years
- Meeting the requirements of the Schools Financial Value Standards
- *Virement between expenditure codes (limit **) (no change to contingency)*
- *Virement between income codes (limit **) (no change to contingency)*
- *Disposition of additional SEN funding (in year increases) to ensure continuity of provision*
- *Virement from contingency up to (£****) in any instance*
- *Negotiation of goods and service contracts within the limits of the agreed operational budget (Maximum cost? / Maximum term?)*
- Sales of goods (e.g. uniform)
- Disposal of assets – as agreed/identified by the Governing Body
- **Additional:**
- Such other tasks and duties that from time to time may be required and specifically delegated.

_____ Head Teacher
_____ Date

_____ Chair
_____ Date

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RESOURCE MANAGEMENT COMMITTEE – TERMS OF REFERENCE

Membership: The Panel for the Committee shall consist of six Governors, however when meeting as a hearing Body this will have only three Governors.

Quorum: The quorum must be three governors.

Chair: To be agreed by the committee.

Clerk: To be appointed by the committee.

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

FINANCIAL DUTIES

Set the annual budget for the school.

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

Authorise the virement of funds between budgets and inform the County Council.

Approve arrangements for the audit of funds received other than from the L.A.

Advise the governing body on any matters arising from the audit of the school's accounts and School Financial Value Standards.

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.

STAFFING DUTIES

Appointments of staff other than the Head (full governing body duty) except where delegated to the Head.

Reviewing the staffing structure of the school whenever necessary.

Consider applications from staff for secondments, extended leave etc., that the Head feels are necessary to refer to the Governing Body (Hearing Body).

Hear and determine sanctions, suspensions and dismissals in cases that are referred to the Governing Body under the Governing Body's procedures (Hearing Body).

Consider applications for early retirement and redundancy, acting as a hearing body in cases of redundancy.

Consider recommendations for performance pay progression and appropriate remuneration under the whole school pay policy (starting salaries determined at appointment).

PREMISES DUTIES

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.

PUPIL DISCIPLINE & COMPLAINTS

Review the use of exclusion within the school.

Consider the views of the head Teacher and of parents of excluded pupils (Hearing Body).

Decide whether or not to confirm exclusions of more than five school days and those where a pupil would miss an opportunity to take a public examination (Hearing Body).

Hear all formal complaints against the Head Teacher, an individual member of staff or the Governing Body (Hearing Body).

HEAD TEACHER PERFORMANCE MANAGEMENT GROUP

(2 or 3 named Governors as determined by the Governing Body)

Governor Linked Responsibilities:

NB: Ofsted are very keen that the work of Governors is tightly focussed on improving outcomes for children. The individual and collective work of the Governors should therefore be aligned with the School's development/action plan and clearly identify impact on those outcomes.

School Development Plan Oversight

Use elements of your action plan to determine Governor Priorities

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Post Ofsted Action Plan Oversight

Use key points

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Governor Responsibilities (exemplars)

S.E.N	**
Quality of Teaching	**
Pupil Premium	**
Numeracy	**
Governor Training / Induction	**
Sex Education/Relationships	**
Literacy	**
Early Years	**
Religious Education	**
Equality / Inclusion	**
Drugs Education	**
Healthy School / PSHCE	**
Child Protection	**
Outdoor Education	**
ASP	**
Thinking Skills	**
Extended Services	**
Integrated Teams	**