

**ST PETER'S CE SCHOOL, SOUTH WEALD
PERSONNEL AND PUPIL-RELATED MATTERS COMMITTEE**

TERMS OF REFERENCE

Membership: The Committee shall consist of not less than four governors in addition to the Headteacher or a member of the Senior Leadership Team (SLT). The Committee may also co-opt persons who are not governors who shall not have a vote.

Chair: The Chair will be appointed at the first Autumn Term meeting of the full Governing Body.

Quorum: Three governors plus the Headteacher or SLT representative.

Meetings: There will be up to two meetings of the Committee each term and otherwise as necessary.

Agendas: The agenda will be set by the chair, in consultation with the clerk and head teacher, to reflect and give precedence to the priorities of the school as set out in the School Development Plan, as well as longer-term strategic thinking.

The Committee will be responsible for:

1. The School's Pay Policy.
2. Ensuring that all procedures relating to the recruitment, selection, appointment of new starters are in line with Safer Recruitment legislation.
3. Ensuring that procedures relating to the premature retirement of staff are in place and that they are kept under annual review following any changes in legislation.
4. Monitoring of the implementation of the Staff Performance Management Policy.
5. Receiving reports from the Headteacher on job description and staff changes.
6. Ensuring that the staff handbook is in place and that all staff are informed of the grievance, capability and disciplinary procedures of the school.
7. Monitoring the programme of staff development and training and ensuring it is meeting the needs of the school and the staff.
8. Ensuring that staffing policies support the School Development Plan and contribute to the annual review of the Plan.
9. Monitoring the application of the disciplinary and grievance procedures.
10. Assisting in monitoring the content and availability of the School Prospectus.
11. Consider applications from staff for secondments or leave of absence
12. Oversee process leading to staff reductions
13. Keep under review staff work/life balance, working conditions and well-being including monitoring absence
14. Monitoring the wellbeing of Disadvantaged and Looked After children.
15. Making decisions on behalf of the Governing Body in areas requiring urgent action which are primarily related to personnel and pupil-related issues. This includes Child Protection in line with the school's policy.
16. Keeping the School's Admissions Policy under review, and following its guidelines. The Committee will follow the Policy criteria in drawing up a rank order of applications in the Spring term for admissions the following academic year and this is then forwarded to Essex County Council. Also dealing with applications as they arise in the course of the academic year.
17. Communicating as appropriate with staff and parents.
18. Advising on the areas for investigation for Governor Visits in respect of the priorities allocated to this Committee, which were agreed at the SDD and subsequently by the Governing Body.
19. Approval and monitoring of appropriate Policies as listed on the work programme.
20. Monitoring of pupils' absence.
21. Make recommendations for personnel related expenditure to Finance Committee.
22. Monitoring the school's publicity and relationships with the wider community.

Approved by the Governing Body: 9 July 2019

**ST PETER'S CE SCHOOL, SOUTH WEALD
CURRICULUM COMMITTEE**

TERMS OF REFERENCE

Membership: The Committee shall consist of not less than four governors in addition to the Headteacher or Senior Leadership Team (SLT) representative with curriculum responsibility. The Committee may also co-opt a person who is not a governor who shall not have a vote.

Chair: The Chair will be appointed at the first Autumn term meeting of the full Governing Body.

Quorum: Three governors plus the Headteacher or SLT representative.

Clerking: The Governing Body must appoint a clerk to the committee. The Clerk must not be the Headteacher.

Meetings: There will be up to two meetings of the Committee in each term and otherwise as necessary. The committee will liaise with other committees where appropriate.

Agendas: The agenda will be set by the chair, in consultation with the clerk and head teacher, to reflect and give precedence to the priorities of the school as set out in the School Development Plan, as well as longer-term strategic thinking.

The Committee will be responsible for:

1. Assisting to ensure that the school is meeting the requirements of the National Curriculum (including Religious Education)
2. Receiving regular reports from the Headteacher on the quality of teaching and using these to ensure that its strategic responsibility to raise standards is acted upon.
3. Ensuring that the school is meeting appropriate regulations for the publication of information as they affect the curriculum.
4. Advising the Governing Body on all matters relating to the curriculum and any action required to sustain improvement.
5. Approving target setting and monitoring assessments against these targets, as well as local and national indicators.
6. Ensuring that annual assessment and examination arrangements comply with national requirements.
7. Monitoring the implementation of any Action Plan resulting from external reviews of the school (e.g. Ofsted) in order to maintain progress.
8. Monitoring the school's provision for special educational needs.
9. Monitoring the progress and attainment of Disadvantaged and Looked After Children.
10. Monitoring the provision for collective Christian worship.
11. Monitoring adherence to and progress towards the objectives of the SIAMS framework.
12. Assisting in monitoring the content of the School Prospectus.
13. Making decisions on behalf of the governing Body in areas requiring urgent action, which are primarily related to curriculum issues, in particular to approve the statutory targets annually.
14. Ensuring that the sections of the School Development Plan falling to this Committee's responsibility reflect the requirement to raise standards, and that these are reviewed and actioned as requested.
15. Considering on behalf of the Governing Body, recommending for approval and monitoring all curriculum policy statements.
16. Ensuring that the Curriculum Policies approved by Governors are reviewed on a four year cycle and that steps are taken by the Committee to arrange for Governors to be aware of their operation in practice and to work with staff to evaluate the effectiveness of the Policies.

17. Advising on the areas for investigation for Governor Visits in respect of the priorities allocated to this Committee, which were agreed at the SDD and subsequently by the Governing Body.
18. Monitoring the school's publicity and relationships with the wider community
19. Overseeing arrangements for educational visits, including the appointment of a named co-ordinator.
20. Identifying and celebrating the pupil achievements.
21. Monitoring the impact of Pupil Premium Funding and ensuring it is spent appropriately.
22. Making recommendations to the Finance Committee on resources that are needed to meet the needs of the whole curriculum, and the sustainability of the non-statutory elements.

Approved by the Governing Body: 9 July 2019

**ST PETER'S C.E. SCHOOL SOUTH WEALD
FINANCE AND PREMISES COMMITTEE**

TERMS OF REFERENCE

Membership: The Committee shall consist of not less than four Governors in addition to the Headteacher or Senior leadership Team representative with Finance & Premises responsibility. The Committee may co-opt persons who are not members of the Governing Body, subject to a maximum of one member. Co-opted members of the Finance & Premises Committee may not vote on any matter.

Chair: The Committee shall elect a Chair and Vice-Chair of the Committee annually. (A Governor who is employed at the school cannot be elected as a Chair.)

Quorum: Three governors plus the Headteacher or SLT representative.

Clerking: The Clerk will make a record of all proceedings at each meeting. Minutes will be circulated to members within ten school days of the meeting (or as agreed) and presented with the agenda for the next Full Governing Body meeting.

Meetings: The Committee will meet at least termly, prior to the Full Governing Body meeting. Additional meetings will be held as and when required.

Agendas: The agenda will be set by the chair, in consultation with the clerk and head teacher, to reflect and give precedence to the priorities of the school as set out in the School Development Plan, as well as longer-term strategic thinking.

The Chair of the Finance Committee will report the work of the Committee to the Full Governing Body. The Committee will liaise with such other committees and invite members of other committees to attend its meeting as should be deemed appropriate. Any matters which may be in conflict with the work of another committee must be referred to the Governing Body.

The Committee will be responsible for:

1. To review annually the Terms of Reference of the Finance Committee.
2. To ensure the Register of Business & Personal Interests is kept up to date.
3. To recommend to the Full Governing Body approval of the annual budget plan and cash flow forecasts for the forthcoming financial year in accordance with the timescales dictated by the Essex Scheme for Financing Schools.
4. To determine the school's financial priorities through the School Development Plan (SDP) and the Asset Management Plan (AMP).
5. To receive half termly management reports, to facilitate the monitoring of the school's actual financial performance compared with budgeted priorities and cash flow, and to take remedial action as necessary. Such action will be reported to the Governing Body. In all cases liaison must be maintained with other appropriate committees.
6. To review and monitor budget projections / medium term financial plans to ensure the school's budget is realistic and any financial decisions are sustainable.
7. To review annually the school's Financial Regulations and Scheme of Delegation.
8. To monitor all spending and income received in the school i.e. Local Authority (LA) Delegated /Devolved Budgets and School Private Fund(s).
9. To ensure that funding from the LA and other sources is used only in accordance with any conditions attached.
10. To ensure the school has appropriate internal financial controls in place.
11. To ensure that all financial controls are adhered to via regular testing and management checks in order to protect against fraudulent or improper use of public money and assets and enable satisfactory completion of the Schools Financial Value Standard (SFVS) (and Statement of Internal Control (SIC) if applicable from the Financial Regulations).
12. To ensure the school adheres to the policies and procedures as specified by the Department for Education and its Schools Financial Value Standard (SFVS).
13. To ensure full compliance with data security and specifically the GDPR regulation. To conduct

an annual review and audit of all governance associated with GDPR and any associated reporting/data subject access requests.

14. To receive and comment on the content of any audit report relating to LA funding, and to monitor the implementation of the agreed action plan.
15. To agree and sign an annual Best Value Statement and to monitor effects of changes/improvements in the fabric of the school to ensure that value for money is achieved
16. To annually review all on going contracts (Including Local Authority Contracts).
17. To review the various leasing agreement schemes and options available to the school.
18. To award contracts by tender up to a specified limit.
19. To make decisions on requests from other committees that will have an impact on the school's financial position.
20. To agree and determine appropriate charges for lettings of the premises, in line with the school's lettings policy.
21. To make decisions on expenditure within the Committee's delegated powers.
22. To make decisions on virements within agreed budgets, within the Committee's delegated powers, and authorising any budgetary adjustments made.
23. To advise the Governing Body on the appropriateness, or otherwise, of virements to be made outside of the Committee's delegated powers.
24. To review appropriate financial benchmarking data, in order to compare the schools financial performance with other similar schools.
25. To annually review and appoint the independent examiner / auditor to Governors' Fund (must be a qualified auditor if the total of income and expenditure is in excess of £100,000).
26. To receive and approve / ratify the annual examined / audited accounts of the Governors' Fund.
27. To establish and keep under review a Building Development Plan.
28. To establish and keep under review an Accessibility Plan.
29. To monitor and review all aspects of maintenance and improvement or repair to the buildings, grounds and plant.
30. To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises.
31. To make arrangements to administer applications for hire of premises.
32. To ensure that the character of the school's building is retained.
33. To make recommendations to the Full Governing Body on premises-related expenditure.
34. To appoint architects, builders, ground maintenance teams, surveyors etc. according to established procedures laid down by school governors and monitor all aspects of their work.
35. To arrange professional surveys and emergency work as necessary: *The headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the headteacher would normally be expected to consult the committee chair at the earliest opportunity.*
36. In consultation with the Headteacher and the Full Governing Body, to oversee premises-related funding bids.
37. To create a project committee where necessary to oversee any major developments.
38. To review, adopt and monitor a Health and Safety policy.
39. To ensure that the Governing Body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.
40. To review policies and delegation to the Committee for recommendation to the Full Governing Body.

Approved by the Governing Body: 9 July 2019