

William Davies School Governing Board

Committee Terms of Reference 2017-18



Finance, Premises, Resources and Staffing Committee
Membership –Kate Butler (Chair), Sally Norris, Paul Inman, Sarah Phillips
Quorum – any 3 governors who are members of the committee
Terms of reference
Strategic <ul style="list-style-type: none">● Monitor and evaluate priorities from the School Development Plan:● Monitor and agree changes to the aspects of the school’s self evaluation analysis in relation to:
Finance <ul style="list-style-type: none">● Prepare and review a finance policy for approval by the governing body (Inc: Whistleblowing)● Review and adhere to an established 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, reaffirmed for approval by the governing body, which enables the school’s priorities to be met and best value principles to be reaffirmed● Review Charging and Remissions policy.● Approve and review the school’s financial management structure.● Monitor the school budget in between governing body meetings to ensure that expenditure remains in line with the budget plan● Approve virements of monies between budget accounts in line with agreed Finance Policy● Ensure that the school’s financial regulations are properly implemented by completing the schools Financial value Standard Audit sheet in the Autumn term of each year and present to governing body in the Spring term● Approve and review the school’s Letting Policy● To monitor procedures to ensure that the school receives best value for money from its purchases.● complete and review Schools Financial Value Standard (SFVS)● Monitor effectiveness of Pupil Premium spending● Monitor school's development plan
Staffing <ul style="list-style-type: none">● Review the school’s staffing structure and make recommendations to the governing body● Review Staff Pay Policy● Approve, review, monitor and evaluate the implementation of the Pay Policy● Approve, review, monitor and evaluate the implementation of the Teacher Appraisal Policy● Approve, review, monitor and evaluate the staff discipline and grievance policies and

procedures

- Review capability procedures (NPW)
- Approve, review, monitor and evaluate the implementation of all the policies relating to the governing body's equality duties that affect staff

Premises

- 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
- Ensure school buildings and physical classroom environment are fit for purpose
- Ensure the school's insurance arrangements are appropriate
- Review accessibility plan

Health & Safety

- 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 annually
- Produce a report on observations for presentation to the governing body

Compliance -ensuring school is compliant with any statutory requirements

- Ensure compliance with school information and regulations for publishing key information on the school's website (equality,
- Publish equality information and objectives and progress against objectives
- approve and review policy for supporting pupils with medical conditions NEW
- review data protection policy
- review complaints procedure annually
- review food policy
- Review freedom of information publication scheme.

Curriculum, Standards, Behaviour and Assessment

Membership – Sarah Phillips (Chair); Sally Norris, Angela Warren, Mikhail Ahmed,
Shazia Laloo, Tim Potter

Quorum – any 3 governors who are members of the committee

Terms of Reference

Strategic

- Monitor and evaluate priorities from the School Development Plan:
- Monitor and agree changes to the aspects of the school's self evaluation analysis in relation to standards

This committee is expected to:

- Have an overview of the curriculum and how it is implemented at different stages in the school
- To develop an understanding of the strengths in teaching

Standards

- Analyse data concerning pupil progress from Foundation Stage to KS1 and KS1 to KS2 paying particular attention to value added achievement and the achievement of identifiable groups.
- 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

Curriculum

- Ensure that the school's curriculum offer matches the ethos of the school and meets the needs of the pupils.
- Approve, review, monitor and evaluate the subject and pastoral policies on a planned basis in line with the schedule outlined in the compliance calendar e.g the Sex and Relationship Education.
- To discuss with curriculum leaders their evaluation of their area of responsibility and to know what the next steps are for the school
- Monitor the implementation of the school's curriculum in order that all statutory requirements are fulfilled. (RE report & Collective Worship)
- When considered appropriate and helpful, to be involved in the preparatory work for the drafting of policy statements
- Review Early Years Policy to ensure compliance with statutory framework.

Pupils

- Approve, review, monitor and evaluate the impact of the school's pupil support policies in relation to the outcomes of pupils
- Approve, review, monitor and evaluate the elements of the equalities duty 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 effective links within the Newham family of schools and with the local community.
- Approve, review, monitor and evaluate the food policy and ensure nutritional standards meet statutory requirements
- Approve, review, monitor and evaluate the PSHE policy

Safeguarding

- Approve, review, monitor and evaluate the school's safeguarding policies (Inc. Whistleblowing)
- 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 school's single central register.

Staff Discipline Grievance and Appeals Committee
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 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.

HT Performance Management Committee
Membership – Fern Bamford, Paul Inman, Tim Potter
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) and one external consultant at target setting meeting who advises governors. At least one governor must have attended relevant training.
Terms of Reference
<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"> ● <i>Carry out Headteacher’s performance review Autumn</i> ● <i>Carry out mid- point review Spring /summer</i> ● <i>Carry out summary review Autumn</i>

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.