

C1

**Curwen School Governing Body
Committee Terms of Reference
2014/15**

Resources Committee
Membership – Andi Smith, Paul Harris, Alison Helm, Nazre Ahmad, Swasthi Mahabeer, Lisa Miles (Associate Member with voting rights)
Quorum – any 3 governors who are members of the committee
Terms of reference
<p>Strategic</p> <ul style="list-style-type: none"> ○ Monitor and evaluate the following priorities from the School Development Plan <ul style="list-style-type: none"> - Leadership and management To ensure effective Leadership and management of the school- growing to a three form entry and increasing clear accountability at all levels - Teaching – Staffing ○ Monitor and agree changes to the aspects of the school’s self evaluation analysis in relation to: <ul style="list-style-type: none"> - Leadership and management - Health and safety aspects - Finance - Personnel - Building - Web site management <p>Finance</p> <ul style="list-style-type: none"> ○ Develop a three-year financial plan for approval by the governing body ○ Prepare and review a finance policy for approval by the governing body ○ Establish a 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, for approval by the governing body ○ Develop plan for the expenditure of pupil premium and sports premium funding for approval by the governing body. ○ Approve and review the school’s financial management structure. ○ Monitor the school budget to ensure that expenditure remains in line with the budget plan ○ Monitor the expenditure and impact of pupil premium and sports premium funding ○ Approve virements above £15,000 ○ Ensure that the school’s financial regulations are implemented ○ Approve and review the school’s Letting Policy ○ Approve and review the school’s Charging Policy ○ To approve and review the SFVS ○ To approve and review the procedures for managing the schools voluntary fund accounts and to approve the end of year accounts if the annual expenditure for the account is £5,000 or less ○ To review and monitor the 6 O’clock club provision <p>Staffing</p> <ul style="list-style-type: none"> ○ Review the school’s staffing structure and make recommendations to the governing body ○ Review staff pay ○ Approve, review, monitor and evaluate the implementation of the pay policy ○ Approve, review, monitor and evaluate the implementation of the performance management policy

- Approve, review, monitor and evaluate the staff discipline and grievance policies and procedures
- 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

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
- Approve, monitor and review Health and Safety Policy at the school

Work Programme –

Standards Committee
Membership – Marcia Wilson, Dapo Babalola, Alison Helm, David Ring, Joan Spencer, Swasthi Mahabeer
Quorum – any 3 governors who are members of the committee
Terms of Reference
<p>Strategic</p> <ul style="list-style-type: none"> ○ Monitor and evaluate the following priorities from the School Development Plan: <ul style="list-style-type: none"> ○ Outcomes – Pupils making outstanding progress in reading, writing and maths with a sharp focus on closing attainment gaps for key groups ○ Quality of teaching – to improve the quality and consistency of outstanding teaching across the curriculum ○ Curriculum and assessment development ○ Personal development, behaviour and welfare – pupils to be independent and resilient in different contexts across the school. ○ Monitor and agree changes to the aspects of the school’s self evaluation analysis in relation to: <ul style="list-style-type: none"> ○ Outcomes ○ Teaching ○ Personal development, behaviour and welfare ○ Early years ○ Curriculum ○ Safeguarding ○ Extended schools ○ Identify priorities for expenditure in terms general budget spending and pupil premium and sports premium spending and make these known to the resources committee ○ Monitor and evaluate the school’s communication strategy and make recommendations to the governing body <p>Standards</p> <ul style="list-style-type: none"> ○ Analyse data concerning pupil progress from the Foundation stage to KS2 (primary) paying particular attention to the progress and attainment data of identifiable groups, including those eligible for pupil premium and sports premium funding. ○ 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 <p>Curriculum</p> <ul style="list-style-type: none"> ○ 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 <p>Pupils</p> <ul style="list-style-type: none"> ○ Approve, review, monitor and evaluate the elements of the equality duty

<p>action plan that affect pupils and parents</p> <ul style="list-style-type: none"> ○ 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 effect links within the Newham family of schools and with the local community. ○ Approve, review, monitor and evaluate the complaints policy and procedures ○ Approve, review, monitor and evaluate the food policy and ensure nutritional standards meet statutory requirements ○ Approve, review, monitor and evaluate the Health Education policy ○ Monitor and evaluate the out of school hours learning policy <p>Safeguarding</p> <ul style="list-style-type: none"> ○ Approve, review, monitor and evaluate the school's safeguarding policies ○ 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 schools single central register.
Work Programme –

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.

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.

Soft federation Committee
Membership – • that a joint strategic committee be established with the following membership: <ul style="list-style-type: none"> o the Chairs of both governing bodies o a further member from each governing body o Executive Headteacher o Both Heads of Schools o Co-opted members as agreed, from time to time, by the governing bodies 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"> • the terms of reference, the operational arrangements and the initial work programme for the joint strategic committee as set out below <p>Federation aims and strategic objectives</p> <ul style="list-style-type: none"> • Make the best use of the wealth of experience vested in the whole staff by identifying and spreading best practice across both schools • Extend opportunities for staff to develop their skills and experiences across the pre-school and whole primary range • Make effective use of the schools' financial, physical, learning and human resources to achieve best value <p>Joint committee terms of reference</p> <ul style="list-style-type: none"> • Ensure federation operates in line with its aims and strategic objectives • Recommend amendments to the federation's aims and strategic objectives to the governing bodies • Monitor and evaluate impact of the federation's improvement priorities as determined by the governing bodies • To form the joint performance management committee for both schools and in that capacity conduct the Executive Head teacher's performance management review • Recommend areas that will benefit from joint policies and protocols to the governing bodies

- Monitor expenditure on federation activities and make recommendations to the governing body to ensure best value is achieved
- Determine the implications of the federation for the schools' staff appointments policies for acceptance by the governing bodies
- Report annually to the governing bodies on the work of the strategic committee and, if appropriate, recommend changes to terms of reference, membership structure and operational arrangements

Initial work programme for the committee

- Recommend changes to staff appointment policies to governing bodies
- Receive reports on the implementation of federation priorities and evaluate impact
- Identify areas that will benefit from joint policies and protocols for agreement by the governing bodies
- Receive reports on the use of federation resources and identify how best value could be achieved
- Prepare an annual report on the work of the committee