



ABOYNE LODGE

TERMS OF REFERENCE FOR COMMITTEES

Setting Up

It is for the governing body itself to decide how many committees to have.

The governing body must determine the membership and proceedings of any committee. The governing body must also review the establishment, terms of reference, constitution and membership of any committee annually.

General

1. Purpose and Functions

The purpose of committees is to enable the governing body to effectively fulfil its three key roles in a time-efficient way.

Committees will consider matters as set out in their terms of reference or as requested by the governing body, taking advice as appropriate.

Each committee will recommend the powers that should be delegated to it by the governing body. The governing body will approve or modify these powers as it sees fit and such delegated powers will then form part of the terms of reference for that committee. The governing body will need to satisfy itself that the set of terms of reference, taken across all committees, constitutes a coherent suite.

1. Membership and Chairing

Unless otherwise specified each committee will consist of a maximum of eight governors. The Chair of Governors and a specified member of the Senior Leadership Team will be ex-officio members of all committees except the Pupil Discipline, Staff Grievance, and Appeals committees.

All committees are required by the regulations to have a clerk appointed by the governing body.

The committee will elect a chair from among the members of the committee. In the absence of the chair at a meeting the committee will elect any member to act as chair for that meeting.

Committees may invite non-governors to attend but in a non-voting capacity.

2. Voting and Quorums

Only governors and appointed Associate Members can vote. No vote may be taken at any meeting where Associate Members outnumber governors.

The Committee quorum will be three governors in addition to the Headteacher and any other staff governors.

3. Minutes and Meetings

Minutes of meetings will record those present, the date and any decisions, action points or recommendations. Any recommendations must be written in such a way as to offer the governing body a clear proposal or alternatives to debate and decide upon.

The minutes represent a record of governors' deliberations and decisions, and, as such, may be reviewed by others (e.g. inspectors or auditors) as a means of determining how governors have undertaken their role in scrutinising matters and reaching decisions. While the minutes need not be a verbatim account of discussions, or necessarily attribute views expressed, or issues raised, to individual governors, if they do not adequately record a sense of the governors' deliberations and scrutiny of matters considered, then they will not necessarily serve as a record of governors' input to the management of the school.

Minutes will be circulated to all members of the committee and the chairs of other committees as soon as possible after the meeting, and to all governors with the agenda of the next governing body meeting.

The committee will meet at least once each term in advance of a governing body meeting.

For committees other than the Resources Committee – any decisions which require a spending commitment over and above agreed budget provision must be referred to the Resources Committee. The chair should also check before committing expenditure to ensure that there has been no change in the financial position.

5. Procedures and Training

The membership of the committee will be determined at the first meeting of the governing body in the autumn term. Casual vacancies will be filled at the first available governors' meeting. The terms of reference of the committee will be reviewed at least [*annually*].

The normal procedures and regulations of the governing body also apply to its committees.

Members of the committee should take steps to maintain and develop their knowledge and skills by attending appropriate training. Governors elected/ appointed to the Finance/Resource committee should ensure they are adequately inducted in their responsibilities for the school's financial management, and a formal assessment of the collective competence of the governing body in financial management is maintained.

RESOURCES COMMITTEE (HR):

In consultation with the LA's Schools HR Advice team as appropriate:

1. To draft and review the school's pay policy, including criteria relating to the use of discretionary elements for pay provisions, and to make recommendations.
2. To determine salary levels for individual posts in accordance with the pay policy.
3. To review the performance management policy and monitor its implementation.
4. To liaise with the relevant committee to establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.
5. To review the staffing structure as necessary and, at least annually, in relation to the School Development/Improvement Plan.

6. To recommend to the governing body staff selection procedures, ensuring that they conform with safe recruitment practice, and to review these procedures as necessary.
7. To undertake any formal consultations on personnel matters.
8. To review and recommend for adoption by the governing body procedures for dealing with staff discipline and grievance and ensure that the staff are informed of them.
9. Should the need arise, to draft, in consultation with staff, criteria for redundancy, for approval by the governing body.
10. To review policies delegated to it by the governing body, and to report recommendations at the next full governing body meeting.

RESOURCES COMMITTEE (Premises)

1. To provide support and guidance for the Headteacher on all matters relating to the school premises and grounds, security and health and safety.
2. To monitor and revise the premises elements of the Accessibility Plan.
3. To inspect the premises and grounds annually and prepare a report on any issues identified and a proposed order of priorities for maintenance and development, for the approval of the governing body.
4. To approve the costs and arrangements for repairs, maintenance and redecoration within the budget allocation and to oversee the preparation and implementation of contracts.
5. To be aware of the respective responsibilities of governing body and LA in relation to premises, to ensure that the LA is informed of any matters for which it has responsibility, and to monitor such issues in order to ensure that appropriate action is taken.
6. To undertake an annual safety and security walk round and audit of the premises and report on same to the governing body; and to ensure that the school complies with health and safety regulations.
7. To report findings of inspections and audits to the headteacher and liaise with him/her to ensure that action is taken as appropriate.
8. To seek advice from the LA as appropriate.
9. To ensure the discharge of governors' responsibilities regarding litter under the Environmental Protection Act 1990.
10. To prepare a lettings and charges policy for the approval of the governing body and to monitor and evaluate the implementation of that policy.
11. To consider and make recommendations on risk management and insurance arrangements with regard to vandalism and other premises-related matters.
12. To review policies delegated to it by the governing body, and to report recommendations at the next full governing body meeting.

RESOURCES COMMITTEE (finance)

Acting in accordance with the school's Schedule of Financial Delegation and with other applicable requirements, e.g. legal and policy requirements and those of any external financial management standard that schools are expected to meet (to ensure that the school's financial management reflects recognised 'best practice')

1. To establish that the school maintains sound systems, practices and procedures to provide effective internal control. To review the existence and effective operation of internal controls (by placing reliance on suitable audits of those controls and/or confirming that appropriate in-house reviews or self-assessments of those controls have been undertaken – and that the appropriate action is taken in response to the results of any audit or control self-assessment).
2. To prepare, monitor and review financial policy statements.
3. To provide guidance and assistance to the Headteacher and governing body on financial matters.
4. To prepare / review longer-term financial plans having regard to roll projection and signals from central government and the LA regarding future years' budgets.
5. In consultation with the Headteacher, to consider the school's income and to draft the first formal budget in the financial year for the governing body to consider.
6. To monitor spending against budget and to ensure that expenditure remains within the prescribed limits.
7. To monitor expenditure of all voluntary funds held by the school.
8. To authorise the signing of monitoring reports to the LA.
9. [*Where appropriate*] To assist the committee dealing with personnel in determining salary levels for individual posts.
10. To advise the governing body on such matters as
 - the budget needed to run the school in accordance with statutory requirements and the School Development/Improvement Plan
 - ensuring that the governing body's financial policy and actions are in accordance with legislation, other statutory requirements and the LA's financial regulations
 - prioritising on major items of expenditure
 - the purchasing of goods and services in the context of Best Value requirements
 - generating additional income.
11. To receive from the appointed governors for Headteacher's performance management any recommendation regarding the headteacher's pay; and to take any necessary decisions.
12. To review policies delegated to it by the governing body, and to report recommendations at the next full governing body meeting.
13. To ensure that the school's approach to procurement, contracting and commissioning is consistent with the authority's Contract Regulations and should achieve 'best value'. In particular, to oversee the monitoring of the school's contracts for the supply of goods and services (to ensure that these are satisfactory) and to ensure that at regular intervals there is 'market testing' of contracted supplies to determine whether better value alternatives are available.

14. To ensure that the school's financial procedures remain comprehensive and relevant (so as to ensure that 'due procedures' clearly define the processes that management intends should operate and that staff and other persons expected to follow those procedures are clear what they are). To confirm that these procedures feature adequate and effective internal controls.

SCHOOL IMPROVEMENT COMMITTEE

1. To advise the governing body on the school's curriculum policy and its statutory obligations regarding the curriculum.
2. With the assistance of staff, to monitor and evaluate the delivery of the curriculum, specifically the impact of actions taken to implement the SDP.
3. To review, approve and monitor the implementation of policies for curriculum areas, special educational needs, collective worship, race equality and pupil behaviour/discipline.
4. To ensure that the needs of pupils with special educational needs are met.
5. At least annually, to receive a report from the Headteacher on the quality of teaching and the standards of pupil achievement, and to identify any necessary governing body actions.
6. After consultation with the Headteacher and staff, to identify priorities for the School Development/Improvement Plan and to consider the draft plan for discussion and approval by the governing body.
7. To monitor, at least once a term, progress in implementing the School Development/Improvement Plan.
8. To review, after consultation with the Headteacher and staff, the school's policies on pupil welfare, homework and the dress and appearance of pupils, and make any recommendations.
9. To review and monitor the policy on charging and remissions and the conduct of school journeys and visits and other off-site pupil activity.
10. To review policies delegated to it by the governing body, and to report recommendations at the next full governing body meeting.

STAFF GRIEVANCE COMMITTEE

Membership: Three governors (staff governors not recommended)

Quorum: Three.

1. To consider staff grievances in accordance with the agreed procedure, and to make such decisions as fall to it to make under that procedure.

APPEALS COMMITTEE

Membership: Three governors (staff governors not recommended)

Quorum: Three.

1. To hear appeals against decisions of the Staff Grievance Committee about staff grievances, in accordance with the agreed procedure.
2. To hear appeals against decisions by the Headteacher in relation to staff discipline and dismissal.
3. To make any determination or decision under the governing body's Complaints Procedure.

PUPIL DISCIPLINE COMMITTEE

Membership: Three governors (staff governors not recommended))

Quorum: Three.

1. In accordance with statutory requirements, to consider the actions of the Headteacher in excluding a pupil, to consider representations made by parents/carers, and, if appropriate, to determine whether the pupil is to be reinstated.

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