

## Elthorne Park High School – Governing Body Committees

### Terms of Reference – June 2019 (EWO)

The purpose of the 2 committees is to support the Headteacher in fulfilling the school’s mission of ‘achieving excellence in a learning community’.

*Membership* – The membership of the committees shall be appointed at the October meeting of the Governing Body (GB) when the chairs of the committees will also be appointed.

*Quorum* – more than half of Governors for the Full GB meetings and four Governors will constitute a quorum for each committee.

*Policies* - The letter codes in brackets refer to who may approve the policies, Governors agreed that policies would be reviewed no later than every 3 years unless statutory reviews are mandated sooner.

	Curriculum & Teaching	Resources
<b>Statutory</b>	Sex & Relationships education, careers, provider access, behaviour principles, behaviour policy, SEND report (1), SEND policy, student attendance, Complaints, Collective Worship /RE, Pupil Premium report (1), <a href="#">website information</a> (1)	Charging & remissions, Governors’ allowances & Staff expenses, scheme of delegation (1), SFVS (1), Accessibility plan, child protection, data protection, freedom of information health & safety, premises management documents, support students with medical conditions, Allegations of abuse against staff, appraisal, capability, central staffing record, staff disciplinary, staff grievance, Gov. code of conduct, pay (1), equality (1), whistleblowing
<b>Non-statutory</b>	Examination targets, teaching/learning & assessment, anti-bullying, curriculum, home-school agreement, trips, NQTs induction.	Finance operating manual, lettings, procurement & best-value Critical incidents, CCTV, risk assessments, eSafety & ICT acceptable use Redundancy, maternity/paternity & adoption, sickness absence/medical capability, staffing structure, flexible working

NB The following are approved by the full GB - The instrument of Governance (GB), code of conduct, minutes, register of business interests, admission policy (web link to LA)

## Curriculum & Teaching Committee

The committee will exercise the following functions:

### For recommendation to the GB

1. Review the following policies:

Statutory	SLT	Last approved	Next approval
Behaviour	MMY	Mar 2019	Mar 2022
Behaviour Principles		Mar 2019	Mar 2022
Sex & Relationships	HTH	Mar 2019	Nov 2021
SEND Policy	KRE	May 2018	May 2022
SEND Report	KRE	Nov 2019	Annual report
Pupil Premium report	KRE	Nov 2019	Annual report
Careers	MMY	Mar 2019	May 2022
Provider Access	MMY	Mar 2019	May 2022
Complaints	SWA	Nov 2018	Nov 2022
Collective worship	EWO	Mar 2019	May 2022

Non-Statutory	SLT	Last approved	Next approval
Curriculum	DWH	Nov 2018	Nov 2021
T & L and Assessment	JJE	Nov 2018	Nov 2021
Trips	MMY	Nov 2018	Nov 2021
Anti-bullying	MMY	May 2018	May 2021
Attendance & Punctuality	AQU	Feb 2018	Feb 2021
Monitor website	SMO	Feb 2018	Annual
Home School Agreement	MMY	Feb 2018	Feb 2021

2. Contribute to the Governing Body Strategic plan;
3. Monitor and review arrangements for extra-curricular development, involving trips, sporting and other activities;
4. Provide information to parents and prospective parents about how the curriculum is taught, evaluated and resourced via the prospectus and website;
5. Monitor and review information about school performance;
6. Monitor and review absence & attendance, covering authorised and unauthorised absences;
7. Consider and review LA admission arrangements;
8. Liaise with and consult with the other committee where appropriate.

All decisions taken under the committee's delegated powers will be reported to the next appropriate meeting of the GB.

## Resources Committee

The purpose of the committee is to support the Headteacher in preparing the budget, monitoring expenditure and ensuring sound financial management within the school; recruiting and retaining high quality staff in all departments of the school leading to the delivery of quality education; to provide support and guidance to the Headteacher on all matters relating to premises and health and safety.

The committee will exercise the following functions:

### For recommendation to the GB

1. Prepare and present to The Governing Body an annual budget that:
  - (a) takes account of the agreed priorities of the Governing Body Strategic Plan;
  - (b) ensures that the budgeted expenditure does not exceed the sum of the funding and other income that can be expected, and any unused surpluses from previous years; and
  - (c) receives and discusses 3 year rolling projections that take account factors that may affect the school
2. Review the Scheme of Delegation;
3. Oversee the preparation of the SFVS report;
4. Monitor the income and expenditure of the school's funds and report the financial situation at least once each term.
5. Review the following policies:

Statutory	SLT	Last approved	Next approval
Charging & Remissions	MMY	June 2018	June 2021
Governors allowances/Staff expenses	EWO	Nov 2018	Nov 2021
Scheme of Delegation	EWO	June 2018	June 2021
SFVS	ZPA	June 2018	Annual report
Asset register	ZPA	June 2018	June 2021
			Annual report
Allegations of abuse vs staff	EWO	June 2018	June 2021
Appraisal - teachers		Nov 2018	Nov 2021
Appraisal - support staff		Nov 2018	Nov 2021
Capability – teachers		Nov 2018	Nov 2021
Capability – support staff		Nov 2018	Nov 2021
Pay		June 2018	June 2019
Disciplinary	EWO	June 2018	June 2021
Grievance	EWO	June 2018	June 2021
Equality	KRE	June 2018	June 2019
Whistleblowing	EWO	June 2018	June 2021
SCR	WHE	Nov 2018	Annual report
Governors Code of Conduct		June 2018	June 2021
Health & Safety	ZPA	June 2018	June 2021
Accessibility Plan	DWH	June 2019	June 2022

Child Protection & Safeguarding	AQU	Feb 2018	Feb 2021
Data Protection	SRY	Nov 2018	Nov 2021
Freedom of Information	DWH	Nov 2018	Nov 2021
Premises Documents	ZPA	Nov 2018	Nov 2021
Supporting students with medical conditions including Welfare & First Aid	AQU	Nov 2018	Nov 2021

<b>Non-Statutory</b>	<b>SLT</b>	<b>Last approved</b>	<b>Next approval</b>
Lettings	ZPA	June 2019	June 2022
Finance operating manual	ZPA	June 2018	Annual report
Redundancy	EWO	June 2018	June 2021
Maternity/paternity & adoption	EWO	June 2018	June 2021
Sickness absence	EWO	June 2018	June 2021
Staffing structure	EWO	Nov 2018	Annual report
Flexible Working	EWO	Nov 2019	TBC
CCTV	ZPA	June 2018	June 2021
Risk assessments	ZPA	June 2018	Annual report
eSafety & ICT acceptable use	ZPA	Jan 2018	Jan 2021
Fire evacuation procedure	ZPA	June 2018	Annual report
Critical incident manual	EWO	June 2018	June 2021

6. Prepare and review financial policy statements, including long term planning and resourcing;
7. Consider and decide expenditure and budget virements within the authorisation limits set by the GB;
8. Compare income and expenditure made by the school with similar schools both nationally and locally, draw conclusions and make recommendations where necessary;
9. Receive and where appropriate, respond to periodic audit reports on the use of the school's funds;
10. Ensure the audit of non-public funds;
11. Receive annual report when assets have been disposed of or replaced;
12. Liaise with and consult other committees where appropriate.

**For recommendation to the GB**

13. Review the Governing Body Pay Policy annually following publication of the School Teachers' Pay and Conditions Document;
14. Receive an annual report on appraisal;

15. Determine with the Headteacher, a staffing structure for the school and to keep it under review;
16. Review annually of the proposed staff budget including an amount for staff on the upper pay or leadership ranges;
17. Ensure an annual review of support staff salaries is undertaken as of 1<sup>st</sup> April each year
18. Try to ensure that by 30<sup>th</sup> November each year, all teaching staff receive a salary statement as of 1<sup>st</sup> September;
19. Manage with the Headteacher, any redundancy situations which may arise;
20. Receive an annual report on staff attendance;
21. Consider and evaluate the impact of equalities issues including race, gender and special needs on the school's policies having regard to relevant legislation

**For recommendation to the GB**

22. Oversee a strategic site development plan consistent with the aims and aspirations of the school

**For decision under delegated powers**

23. Inspect the premises and grounds annually and prepare a statement of priorities for maintenance and development;
24. Approve the costs and arrangements for maintenance, repairs and redecoration within the budget allocation;
25. Oversee the preparation and implementation of site related contracts;
26. Ensure any necessary liaison with the local authority regarding premises or health & safety issues;
27. Monitor the catering services provided by the school, in particular to receive an annual progress report on the implementation of the catering contract, and at appropriate times to contribute to the catering contract processes;
28. Receive a report at least annually on the school's asset inventory, fire drills and H & S inspections;
29. Consider H & S issues from the School Council

All decisions taken under the committee's delegated powers will be reported to the next appropriate meeting of the GB.