



Loxwood Primary School

Terms of reference for Governor's committees

2016 – 2017

Committees:

People – Safeguarding, H&S, Staff Welfare & Training, Attendance Pay Committee, Behaviour, Parental communication, Equality,

Learning - Curriculum, Data, Quality of Teaching

School Business (SBC) – Budgets, School numbers, Premises,

Chairperson:

F Gibbons

A Tedd

S Vince-Odozi

Approved at the FGB 21st November 2016

Key to abbreviations:

FGB	Full Governing Body
SBC	School Business Committee
SBM	School Business Manager
SLT	Senior Leadership Team
SDP	School Development Plan
SEF	Self Evaluation Form
ROL	Raise on Line
LA	Local Authority
EAL	English as a second Language
FSM	Free School Meals
CLA	Looked After Children
G&T	Gifted and Talented
SEND	Special Educational Needs & Disability
CPD	Continual Professional Development
VFM	Value For Money
SFVS	Schools Financial Value Statement
SBM	School Business Manager
SIP	School Improvement Partner

Loxwood Primary School – Governor Terms of Reference

The governing body and its committees are responsible for the strategic leadership of the school in partnership with the headteacher and Senior Leadership Team (SLT). The Full Governing Body (FGB) and its committees should also focus specifically on the progress the school is making on each of its priorities and those identified by Ofsted. These are highlighted in this document.

Responsibilities shared by all committees.

- 1) To make such decisions as are delegated to the committee by the FGB;
- 2) To monitor the school's progress in the relevant Ofsted priority;
- 3) To report (via minutes) to the FGB on those areas within their remit;
- 4) To participate in the strategic leadership of the school;
- 5) To ensure that strategies to improve the areas of responsibility of the committee or to address any issues are detailed in the School Development Plan;
- 6) To contribute to the School Development Plan (SDP) and Self-Evaluation Form (SEF);
- 7) To monitor the relevant areas of the SDP;
- 8) To contribute to the development of school policies;
- 9) Members to disclose any declarations of interests at the beginning of each meeting (standard agenda item to be minuted);
- 10) To ensure that the committee and its members do not involve themselves in the day to day management of the school, which is the responsibility of the Senior Leadership Team (SLT);
- 11) The information needed for the committee to carry out its work is specified in the attached schedule and committee members should normally not require the school to produce extra documentation;
- 12) To abide by the governor protocols concerning conduct and visits to the school

People Committee

Terms Of Reference/Responsibilities	How To Perform This Function	Information To Be Presented	Information Supplied/Presented By	When
Personnel				
1. To ensure that the school has all statutory and appropriate policies in place regarding personnel issues and that these are reviewed regularly.	a) Review policies and procedures on personnel issues: <ul style="list-style-type: none"> ▪ Supply ▪ Leave of absence ▪ Staff discipline ▪ Grievance ▪ Capability ▪ Performance management ▪ Pay policy ▪ Redundancy and Early Retirement 	Policies as listed Most recent guidance	School Lead	Annually
2. To ensure effective procedures are in place to deal with issues concerning personnel	a) Hear grievance cases at first stage hearing, where appropriate e.g. if the Headteacher has been too closely involved to be hearing officer; b) Select a panel to hear appeals from members of staff against dismissal (or other) decisions made by the headteacher, If the grievance is against headteacher, the FGB will be the first point of contact; c) Draft and review, in consultation with staff and professional associations, criteria for redundancy if required.	Case evidence Relevant guidance Case evidence Relevant Guidance Draft document Relevant school, national and local guidance	Headteacher Staff and professional representation Headteacher	As required As required As required

Terms Of Reference/Responsibilities	How To Perform This Function	Information To Be Presented	Information Supplied/Presented By	When
Safeguarding To ensure the school is fulfilling its responsibilities regarding Child Protection and current requirements on safeguarding	a) Check that the school has audited its safeguarding procedures using the latest LA audit and Ofsted Single Record checklist b) Governor check of single central register. Check that it is accurate and updated regularly c) Check that Safeguarding policies and procedures are in place and statutory training has taken place including school visit policy d) Appoint Governor to monitor safeguarding practices e) Monitor the impact of the Safeguarding policy f) Check that applicants/volunteers are vetted following appropriate procedures g) Confirm that a member of Senior Management Team (SLT) is designated to take the lead on Safeguarding and work with other agencies i) A member of the committee and headteacher complete the national accredited training course on safer recruitment j) Consider the SEF	LA Safeguarding checklist Ofsted Single record checklist Confirmation in annual report / audit Safeguarding Policy LA guidance / audit Safeguarding lead annual report Details in the annual report / audit Confirmation in annual report / audit Certification SEF Section A4.7 and A2.5	Safeguarding lead Safeguarding Lead Safeguarding Lead Safeguarding Lead Safeguarding Lead Safeguarding Lead Safeguarding Lead	Annually Termly Termly Termly Termly Annually As required Annually in Spring term

Terms Of Reference/Responsibilities	How To Perform This Function	Information To Be Presented	Information Supplied/Presented By	When
<p>Well Being</p> <p>To ensure the school provides a supportive environment, which supports healthy lifestyles.</p> <p>To ensure the school provides a supportive environment for all learner through care, guidance and support.</p>	<p>a) Consider school's report on nutritional standards (to include school meals, snacks, and food available during wrap around provision) and agree any further actions.</p> <p>b) Check that pupils entitled to FSM have access to this provision</p> <p>c) Review the school's policy on healthy lifestyles.</p> <p>Check that effective arrangements are in place for the identification and support of vulnerable pupils (including CLA and young carers) and strong partnerships with relevant agencies.</p>	<p>Annual report on nutritional standards SEF Section A2.7</p> <p>Evidenced in Headteacher's report</p> <p>Report in SEF Section A2.7 and reports on /Health and Well Being Policies/Reports</p> <p>Details of policies and strategies Annual report</p>	<p>Healthy schools lead</p> <p>Headteacher</p> <p>School Lead</p> <p>School Lead</p>	<p>Annually</p> <p>Annually</p> <p>Policy Annually Report Termly</p> <p>Annually</p>
<p>Attendance</p> <p>To ensure that the school has good mechanisms in place to support good attendance.</p>	<p>Check termly attendance reports including reports on persistent offenders</p>	<p>Termly reports SEF Section A2.9</p>	<p>School Lead in this area</p>	<p>Termly</p>

Equalities To ensure that the school promotes equal opportunity and tackles discrimination.	a) Consider how equality of opportunity is promoted across the range of school policies	School Policies	School lead in this area	Annually
	b) Review the school's Single Equality Policy to sure that it complies with codes of practice and equalities legislation.	SEND policies DDA Equalities (include race ,gender, sexual orientation, age and religion)	School Leads	Annually
	c) Review procedures under the above policies ensuring consistent and equitable application;	Equalities report	School Lead	Annually
	d) Respond to complaints regarding SEND and equalities issues in accordance with schools complaints procedure.	School complaint procedure Case evidence	Headteacher/SEND CO	As required

Terms Of Reference/Responsibilities	How To Perform This Function	Information To Be Presented	Information Supplied/Presented By	When
Engagement with Parents To ensure the school engages efficiently with parents and gives them relevant information	a) Check the school's policy on engagement with parents and carers b) Check that every child receives a report of their achievement; c) Approve an appropriate the school website ensuring it fulfils all statutory requirements; d) Review school's procedures for communicating and engaging parents e) Review communication channels for parents including home school agreement; newsletters, curriculum and home learning information including information on transitions.	Policy, report SEF Section 4.4 Report DfE Guidance Guidance Action plan and report Examples of home school communication from appropriate staff leads	School lead in this area Headteacher SLT School Lead Headteacher/School Lead	Annually Summer Term Summer Term Annually Termly Termly
Community Communication To ensure that the school promotes Community Cohesion	a) Consider school's report and its action plan on community communication with the Parish Council and community groups c) Review the school's strategies for promoting interaction with the local / national and global community d) Effective communication with the school Parent Teachers Association	School plan SEF section A4.8 School plan	School Lead School Lead Headteacher / Chair of PTA	Annually Annually Termly

Learning Committee

Overall Responsibility: To take a strategic role in ensuring that the school provides high quality teaching and learning in response to the national curriculum, correctly records and manages data and provides the highest possible levels of attainment and progress for all pupils.

Terms Of Reference/Responsibilities	How To Perform This Function	Information To Be Presented	Information Supplied/Presented By	When
Standards To ensure that strategies are in place to raise achievement for all pupils	a) Agree targets (statutory and non-statutory) for attainment & progress in consultation with the headteacher.	Target setting estimates (ROL) and school's estimates;	Headteacher/SLT	Autumn
	b) Monitor progress towards these targets throughout all year groups especially any underperforming groups and high achievers.	Termly summary of school's progress and attainment	Headteacher/SLT	Termly
	c) Monitor actions in school action plan;	Annotated action plan Single plan	Headteacher/SLT	Termly
	d) Consider the school's analysis of all pupils achievement during the year;	Summary of analysis and SEF Sections A2.2 and A2.4	Headteacher/SLT/School Lead	Annually in October
	e) Monitor the progress of; - SEND pupils Ethnic Minority pupils EAL pupils FSM pupils CLA Boy/girls Any other vulnerable or previously underperforming group	As above plus SEF section A2.3	Headteacher/SLT/SEND/CO/ EAL Co-ordinator	Annually in October
	f) Explore differences in outcomes between different subjects;	Subject Leader reports	Designated Teacher for Looked After Children School Lead	Annually in October
	g) Agree further strategies for improvement in consultation with the Headteacher to incorporate in	Draft subject plans or amendments to SDP	Subject Leader	Annually in Autumn term

Terms Of Reference/Responsibilities	How To Perform This Function	Information To Be Presented	Information Supplied/Presented By	When
	<p>the SDP</p> <p>h) Gain a full understanding of children's prior assessment and achievement on entering the school at any level.</p>	SLT reports	SLT	Termly

Terms Of Reference/Responsibilities	How To Perform This Function	Information To Be Presented	Information Supplied/Presented By	When
Teaching & Learning To ensure there is high quality teaching & learning across all year groups. To ensure there is reliable assessment and high quality tracking information for all learners	a) Consider termly monitoring report on teaching & learning. b) Consider SEF section on the quality of teaching & learning. c) Consider termly tracking for all year groups and monitor against targets. e) Consider SEF section the use of assessment to support learning. f) Checking of teaching assessment policy and process	Termly report SEF Section A3.1 School report or information SEF Section A3.2 SEF Section A3.2	School Lead in this area School Lead in this area School lead in this area School lead in this area School lead in this area	Termly Annually in the spring term Termly Annually Termly
Curriculum To ensure the school has a curriculum that satisfies statutory requirements and meets the pupils' needs including extension and enrichment activities.	a) Review curriculum policy (including policies on sex and relationships education, RE and collective worship) and revise in line with any new legislation or guidance; b) To review the timings for the school day and lunchtime arrangements to ensure that they are appropriate and meet statutory requirements c) Ensure a balanced curriculum and maintain a review of subjects available d) Devise a schedule for subject leaders to give short presentations on aspects of the curriculum with the opportunity for discussion; e) Ask Headteacher to demonstrate	Curriculum policy and SEF Section A3.3 Breakdown of timings and Heads report Subject Leader presentation Annual Schedule Statement in HT report or SEF Section A2.11	Curriculum lead Headteacher/School lead in this area Subject Leader Headteacher School lead in this area	Annually in the summer term Annually/Bi-annually Termly Annually in the spring term Annually in spring

Terms Of Reference/Responsibilities	How To Perform This Function	Information To Be Presented	Information Supplied/Presented By	When
Curriculum To ensure the school has a curriculum that satisfies statutory requirements and meets the pupils' needs including extension and enrichment activities.	that the school is meeting statutory requirements on curriculum, including sex and drugs education, RE and collective worship, equalities and community cohesion; f) Review the curriculum and intervention programme for SEND; EAL; G&T and any other underperforming group. g) Consider report on pupils participation in extension and Enrichment activities in SEF section	Report by School lead Termly analysis of extended school provision Information from Headteacher/School Lead	School Lead in this area Headteacher	term Annually As required As required
To deal with complaints about FGB actions in the National Curriculum and in accordance with the school's complaints procedure	g) Make sure the school provides what it advertises in curriculum provision Consider and respond to complaints			

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To monitor and advise the governing body on the implementation of the school's policy on school visits and learning outside the classroom.	Review the school's policy on school visits and learning outside the classroom on an annual basis.	Policy with any updates and legal requirements/curriculum advice	Headteacher/School Visits Co-ordinator/Curriculum Co-ordinator	Annually
To ensure over the next two years that the PE funding is targeted appropriately	a) Towards Teacher Training b) Expanded provision through professional sports coaching c) Encourage the opportunities for the children to visit sports arenas and witness a variety of sports at the highest level.	The school will produce a two year plan (the anticipated duration of available funding) which will be presented to Governors by the Easter break.	Headteacher / PE Co-ordinator	As required

School Business Committee

Overall responsibility to take a strategic role in the financial management of the school and in ensuring that the buildings and premises of the school provide a safe and high quality learning environment. Development of future facilities and extensions to the school premises.

Terms Of Reference/Responsibilities	How To Perform This Function	Information To Be Presented	Information Supplied/Presented By	When
<p>Finance</p> <p>To monitor the budget</p>	Monitor budget reports	<p>Budget monitoring reports as agreed. SEF Section 4.9</p> <p>Budget monitoring reports as agreed. i.e. Actual Expenditure and Income against budget for the following;</p> <p>Revenue Budget (including Standards Fund)</p> <p>Capital Budget (including Standards Fund)</p> <p>School Fund</p> <p>Any other funds under the control of the governing body.</p> <p>These reports should include committed income and expenditure and a forecast out-turn for the end of the year, monthly cashflow reports and three year budget report.</p> <p>(These reports must include original system data)</p>	<p>Head Teacher or School Business Manager (SBM)</p> <p>SBM</p> <p>Headteacher</p>	Each meeting

Terms Of Reference/Responsibilities	How To Perform This Function	Information To Be Presented	Information Supplied/Presented By	When
To set and review the budget and recovery plan where necessary. To authorise changes to the budget where appropriate	a) Ensure that the budget is reasonable, affordable and achievable	Proposed budget, including assumptions which have been used and details on how costs calculated, budget figures from LA, SDP and management plan	Head teacher / SBM	Annually in the Spring Term
	b) Approve recommendations of HT / People Committee regarding staff salaries	Head teachers report and recommendations	Head teacher	Annually and as required
	c) Consider requests to vire monies between budget headings	Virement form	SBM	Each Meeting
To ensure that the school's finances comply with best value good practice	a) All decisions are informed by best value guidance			Each Meeting
	b) Authorise expenditure in line with The Scheme of Delegation guidance	Alternative quotes / tenders as required for value for money statement (VFM)	SBM	As required
	c) Approve best value statement and Controls Assurance Statements	Performance Management and Pay Policy	SBM / Headteacher / Pay Committee	As required
	d) Oversee the preparation and implementation of contracts ensuring they meet all current regulations and guidelines and make recommendations to FGB in line with LA guidance c) Approve SLA payments for LA services (including insurance, payroll)	Best Value Statement Alternative quotes / tenders as required for VFM	SBM/Headteacher SBM	Annually, to be submitted with the annual budget in March each year

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To ensure the school has a clear internal financial procedures document that complies with SFVS standards	<p>a) review the internal financial procedures guidance for school staff and to ensure that this is adhered to through regular audits</p> <p>b) to ensure the school fulfils the standards required by SFVS and that these are monitored on a regular basis</p>	<p>Internal Financial Procedures Manual</p> <p>SFVS Audit and assessments Yearly LA/internal audits</p>	<p>SBM / Headteacher / Chair of School Business Committee</p> <p>SBM / Headteacher</p>	<p>Bi annual review</p> <p>Termly Update Annual Audit report</p>
To prepare and review finance/premises based statutory policies	<p>Review annually the schools policies on:</p> <ul style="list-style-type: none"> • Charging and remissions- curriculum • Extended Schools charging • Lettings • Bad Debt • Whistle Blowing • Environmental development 	Copies of policies and statutory/best practice updates	SBM / Headteacher / School Lead	Annually
To review pupil numbers in relation to the school income and advise the SLT of the impact of population changes.	Monitor potential incoming and outgoing pupil movements	Impact analysis of predicted changes	Headteacher	Annually
To ensure that the Pupil Premium grant is being used effectively in accordance with Government directives	Review expenditure annually	Cost centre report from the SBM	SBM / Headteacher	Annually

Terms Of Reference/Responsibilities	How To Perform This Function	Information To Be Presented	Information Supplied/Presented By	When
Premises To ensure procedures are in place for the school premises to meet all health and safety legislation	a) Review premises and premises management is in accordance with the school's health and safety policy to ensure it is in line with LA and national current guidance	Report on any non-conformities to School Health & Safety Plan with proposals for correction	Chair of committee / Headteacher	Termly
To ensure that buildings and the learning environment are maintained and fit for purpose	a) Use the LA Asset Management Plan to draw up/revise a School Asset Development Plan b) To review strategy for spending Devolved Capital within context of the school asset development plan c) Conduct an inspection of premises and grounds d) Following the inspection above prepare a statement of priorities of maintenance and development e) Present the statement to the FGB f) Ensure that the school budget contains sufficient funds to address proactive and reactive maintenance g) Approve costs and arrangements for maintenance, repairs and redecoration within the budget allocation	LA Asset Management Plan and condition surveys School Asset Development Plan Devolved capital strategy plan School asset development plan Previous statement of priorities Statement of priorities Statement of priorities School Budget Schedule of work	LA Headteacher Headteacher/SBM Headteacher Members of School Business Committee LA Premises Officer by invitation if needed Chair of Committee Chair of Committee SBM Cleaner in Charge / SBM / Headteacher	Annually Annually At least annually Annually Annually Annually As required

	<p>h) Ensure that appropriate liaison is made with the LA contracts and school organisation section who have responsibility for school premises</p> <p>j) Develop and review policy for school security and monitor security implementation</p>	<p>Annual Health and Safety Report</p> <p>Policy for school security</p>	<p>Headteacher/ School Business Manager / Cleaner in Charge</p>	<p>As required</p> <p>Annually</p>
Manage school premises development	Identify, procure and manage premise development projects budgets and engage professional teams to ensure cost-effective deliveries of new facilities.	Project proposals, budgets and programmes in response to identified school needs	Chair of Committee / Headteacher	As required

Terms of Reference/Responsibilities	Terms of Reference/Responsibilities	Information To Be Presented	Information Supplied/Presented By	When
Health & Safety		Health and Safety Policy Any relevant guidance and legislation	School Lead on Health and Safety	Annually
		Health and Safety policy including risk assessments Annual Health and safety report	School Lead on Health and Safety	Annually
		Annual Health and Safety report	School Lead on Health and Safety	Annually or as required