



Beaupré
COMMUNITY PRIMARY SCHOOL

Governing Body Terms of Reference

approved
October 2023

These Terms of References are to be reviewed annually

“Together unlocking the potential of every child, inspiring children and changing lives”

TERMS OF REFERENCE FOR CHILDREN & LEARNING COMMITTEE

The purpose of this document is to set out how this Governing Body, within its overall responsibility for holding executive leaders to account for the educational performance of the school and its pupils, will allocate its responsibilities to the Children and Learning Committee and to the Headteacher.

1) **Membership:**

The governing body shall determine the membership of the committee on an annual basis. A clear resolution approving the membership of the committee must appear in the minutes of the main governing body. Where the Headteacher is a governor, they will be an automatic member. Alternatively, if the Headteacher is not a governor they have a right to attend all meetings of the Standards Committee. The committee will elect from their number a chair at the first meeting of each academic year.

2) **Name of Clerk:**

The governing body shall appoint a clerk to the committee who must not be the Headteacher of the school. Committee members may act as a clerk in the absence of the formally appointed clerk. The governing body can also appoint a trained paid clerk or volunteer.

3) **Quorum:**

The quorum shall be three members of the committee. It is recommended that the quorum is the Headteacher plus two members of the committee.

4) **Meetings:**

Meetings will be held at least once each term and more often if required. One weeks' notice of the agenda must be given by the clerk of the committee when convening a meeting. The clerk will be responsible for calling the meetings and producing minutes.

5) **Function:**

Decisions taken by the committee must be led by the priorities identified within the School Development Plan, and Operational Plans (OP) subject to the following:

- To monitor standards, achievement, and progress of all children in the school
- To contribute towards, and monitor the priorities of the SDP, and OP in improving standards and children's learning
- To receive evaluation on the SDP and OP and challenge the head teacher on future plans and further development
- To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements and the school's teaching, learning and assessment policies.
- To consider visit reports from the local authority and any other reports on the performance of the school including Ofsted
- To review and ratify policies including teaching, learning and assessment policies.
- To ensure the learning needs of different groups of children e.g. SEND, pupil premium, LAC etc are met and that their outcomes are improving.

Signed copies of these Terms of Reference are held in the school office

TERMS OF REFERENCE FOR RESOURCES COMMITTEE

The purpose of this document is to set out how this Governing Body, within its overall responsibility for overseeing the financial performance of the school and making sure its money is well spent will allocate its responsibilities to the Resources Committee and to the Headteacher.

1) **Membership:**

The governing body will decide the membership of the committee on an annual basis. A clear resolution approving the membership of the committee must appear in the minutes of the main governing body. Where the Headteacher is a governor, they will be an automatic member. Alternatively, if the Headteacher is not a governor they have a right to attend all meetings of the Resources Committee. The committee will elect from their number a chair at the first meeting of each academic year.

2) **Name of Clerk:**

The governing body must appoint a clerk to each committee who must not be the Headteacher of the school. The governing body can appoint a governor to clerk this committee. It is up to the governing body if they are a member of the committee or not. The governing body can also appoint a trained paid clerk or volunteer.

3) **Quorum:**

The quorum shall be three members of the committee. It is recommended that the quorum is the Headteacher plus three members of the committee.

4) **Meetings:**

Meetings will be held at least once each term, as required. One week's notice of the agenda must be given by the clerk of the committee when convening a meeting. The clerk will be responsible for calling the meetings and producing minutes.

5) **Function:**

Decisions taken by the committee must be led by priorities identified within the School Development Plan and OP, and will include;

a) **Finance**

- To monitor and challenge the Head Teacher in the budget planning year to deliver the priorities in the School Development Plan and OP.
- To consider a budget position statement including virement decisions (to a maximum of £30,000 pa) at least termly and to report significant anomalies from the anticipated position to the governing body
- The Resources Committee will have delegated powers to authorise expenditure not in excess of £30,000.
- To complete the School Financial Value Statement, supported by the Business Manager and Head Teacher, for the chair to sign and submit to the local authority
- The Headteacher will have delegated powers to authorise expenditure not in excess of £3,000 and authorise virement of an amount of money not in excess of £10,000. All virements of funds must be reported to the Governors Resources committee
- To ensure that the school operates within the Financial Regulations of the local authority
- To monitor expenditure of all voluntary funds kept on behalf of the governing body
- To annually review charges and remissions policies and expenses policies
- To make decisions in respect of service level agreements

b) Personnel

- To monitor the staffing structure in consultation with the Headteacher so it is effective in delivering the priorities in the School Development Plan and OP improving the learning of all pupils
- To review the Salary Policy for all categories of staff and to be responsible for its administration and review
- To oversee the appointment procedure and safer recruitment for all staff
- To review all personnel policies such as Performance Management, Grievance, Induction, etc
- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence

c) Buildings

- To advise the governing body on priorities, including health and safety, for the maintenance and development of the school's premises so they provide a good learning environment to deliver the priorities in the OP and School Development Plan
- To ensure arrangements are in place for repairs and maintenance
- In consultation with the Headteacher, to oversee premises related funding bids
- To oversee arrangements, including health and safety, for the use of school premises by outside users, subject to governing body policies
- To establish and keep under review an Accessibility Plan

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