

Kingsley Primary School Governing Body

TERMS OF REFERENCE

Finance, General Purposes, Personnel and Community Partnership Committee

- To consider the budget allocation from the LA and to recommend to the Governing Body a budget which can be formally approved.
- To ensure that priorities identified in the School Development Plan and SEF are reflected in the annual budget.
- To monitor spending against the agreed budget by examining financial statements during the year.
- To consider the outturn position for the school
- To ensure completion of the School Balance Survey as part of the budget process
- To consider the School Financial Values Standard as part of the budget process
- To consider medium term forward planning.
- To vire between budget headings as follows:
 - a) for individual virements to a maximum of £25,000 during the course of the year this be delegated to the Headteacher in consultation with the Chair of Governors.
 - b) for items of expenditure larger than £25,000 be referred to the Chair of the General Purposes Committee and/or Vice-Chair of Governors for their approval.
- Day to day management of the budget to be delegated to the Headteacher.
- To receive benchmarking data on expenditure on an annual basis.
- To advise the governing body on the school's charging and remissions policy.
- To determine the charges for lettings.
- To review the audited accounts of any private school funds.
- To manage and enter into on behalf of the governing body any contracts for work in line with the Local Authority's related standing orders.
- To liaise with the LA in order to maintain/improve the building with the budget set by the governing body.
- To liaise with the site supervisor in order to maintain/improve the standard of hygiene and cleanliness within the budget allocation.
- To liaise with the grounds maintenance contractor in order to maintain/improve the grounds within the budget allocation.
- To consider cost, prioritise and make recommendations on the long-term care and improvement of the buildings, grounds, furniture and fittings.
- To consider and report to the governing body regarding health and safety matters.
- To ensure implementation of the Health and Safety Policy Statement and review on an annual basis.
- To ensure implementation and consider risk assessments in school.
- To monitor the allocation and spending of the Pupil Premium in supporting all pupils who are subject to family poverty
- To determine a financial procedures policy and to monitor its implementation.
- To review the Statement of Internal Control to reflect guidance issued by DFE.
- To review and agree the Whistleblowing Policy every 3 years.
- To ensure that the Local Finance procedures are in place and reviewed by the committee every 2 years.
- To receive changes to the scheme for Financing Schools to be reviewed every 2 years.
- To determine staffing levels and annual teaching staff establishment.
- To determine staffing structure which will identify the number and deployment of posts.

- To be responsible for considering, amending and adopting policies and procedures to comply with the new employment legislation.
 - To manage resources in respect of pupils and personnel.
 - To ensure that procedures are in place with regard to employment policies and to ensure that they fit into the overall School Development Plan and whole school pay policy.
 - To ensure that proper recognition of equal opportunities policies are maintained thus preventing discrimination.
 - To receive reports in respect of workforce remodelling.
 - To receive reports on roles and responsibilities of staff.
 - To review and recommend the Performance Management policy and carry out any necessary consultation with staff.
 - To receive reports on performance management.
 - Review and consult accordingly on the annually written statement of general principles of pupil discipline and report their recommendations to the full Governing Body.
 - To review and recommend the Home School Agreement and ensure that appropriate consultation is carried out with parents.
 - To review school prospectus and ensure relevant information is included on the school website and updated accordingly.
 - To receive reports from time to time from the School Council.
 - To receive reports on communications with parents including consideration of any analysis of questionnaires to parents.
- ** To implement the Governing Body's pay policy for all staff and production of salary statements for teachers and leadership group posts as required by law.
- ** To review the pay of leadership group posts and other posts within the school in accordance with statutory criteria for the time being in force.

*Governors delegated responsibility for these functions ***

Raising Achievement Committee

- To advise the Governing Body in establishing policy statements for sex education, religious education and collective worship.
- To liaise with the Headteacher over the preparation of the School Development Plan and monitor its implementation.
- To receive regular reports on pupil progress.
- To monitor and review the curriculum provision in school.
- To consider and monitor the impact of staff policies/decisions on the curriculum.
- To advise the General Purposes, Personnel and Community Partnership Committee of resources in the various curriculum areas.
- To review attendance of pupils on a termly basis with attendance governor attending any attendance related case conference.
- To review and approve annual school achievement targets and monitor the targets throughout the year.
- Review and approve curriculum policies on behalf of the Governing Body on a rolling programme.
- To review and monitor the ethos and school mission statement and make recommendations to the Governing Body.
- To receive internal and external monitoring reports on curricular areas.
- To review the School Self Evaluation Form (SEF) as it relates to the committee.
- To receive and consider Analyse School Performance (ASP) and Ofsted Dashboard reports

- To commission and receive reports from the school concerning curriculum in response to national, local and school's needs.
- To monitor the effectiveness of the Spiritual, Moral, Social and Cultural (SMSC) development, including Prevent within the curriculum and across the school.
- To hear any complaints against the curriculum.
- To monitor the impact of the Pupil Premium on pupils' learning and attainment including its use in supporting more able groups from disadvantaged backgrounds
- To receive reports on PE and opportunities for sports enrichment including impact on raising pupils' achievement and physical wellbeing.

Curriculum Committee

- To receive reports from Link Governors Curricular areas
- To receive reports from Curriculum Coordinator's

Appointment of Head and Deputy Headteacher

A Governors Selection Panel to be established by the Governing Body.

The Selection Panel's recommendations must be considered by the full Governing Body.

Appointment and Dismissal of Staff

The Headteacher to be delegated the responsibility for staff appointments below the level of Deputy/Assistant Head Teachers, leadership group posts and support staff with senior management responsibilities, together with all initial staff dismissal decisions subject to conditions set out in the staffing regulations guidance.

Pupil Exclusion Committee

- Review and monitor exclusions.
- To consider decision of the Headteacher to exclude a pupil for more than five days in one term or to permanently exclude a pupil.

Headteacher's Performance Objectives Committee

- To implement the Governing Body's pay policy for all staff and production of salary statements for teachers and leadership group posts as required.
- To review the pay of leadership group posts and other posts within the school in accordance with statutory criteria for the time being in force.
- To review and recommend the Performance Management Policy and carry out any necessary consultation with staff.
- To receive reports on performance management.
- To meet with the School Improvement Partner and set Headteacher's Performance objectives.
- Monitor Headteacher's performance objectives.
- Review the salary of the Headteacher.

ITEMS TO BE CONSIDERED BY THE COMMITTEES

Raising Achievement Committee:

- Appoint Chair for Committee.
Review of School Development Plan (termly) (Approve/recommend approval annually).
- Receive reports on pupil progress and attainment and predictions including groups and Pupil Premium (termly).
- Receive reports on ASP and Ofsted dashboard(Autumn/Spring).
- Receive reports from Subject Leaders (termly).
- Pupil Update – attendance, behaviour, safety, special needs, vulnerable children (termly).
- Receive reports on governor visits (termly).
- Monitor SEF (termly).
- Receive reports on PE and sports enrichment (termly).
- Regularly review ethos and mission statement.
- Review school prospectus and school website and ensure information is up to date.
- Receive reports on parental and community engagement and consultation (termly).
- Review Home/School Agreement (annually).
- Receive reports in relation to extended school activities (termly).

Finance and General Purposes, Personnel and Community Partnership Committee

- Appoint Chair for the Committee (Autumn Term meeting).
- Consideration of budget monitoring reports (termly).
- Medium term budget plan update (including numbers on role)(termly).
- Health and safety update (termly). Policy review (annually).
- Risk assessment update.
- Review of Safeguarding and Child Protection policies (annually).
- Budget priorities and approval for next year (Spring and Summer) **Nb. to be submitted to LA by 25th May.**
- School Financial Value Standard (SFVS) (consider alongside Annual Budget approval).
- School Balance Survey Sheet (consider alongside Annual Budget approval).
- Consider buy back services (Spring/Summer Term).
- Buildings update (termly).
- Receive reports from Raising Achievement in relation to resources. (termly).
- Consider benchmarking reports Autumn/Spring).
- Review of Policies including lettings, charges and remissions policies (annually or in accordance with agreed timeframes).
- Staffing Update (termly).
- Review of Staff Structures, policies and deployment of staff (annually).
- Update on performance management (termly).
- Monitor SEF (termly).
- Monitor use of Pupil Premium (termly).
- Review of Admissions Policy (annually).
- Consider admissions to school.
- Receive reports on parental and community engagement and consultation (termly).