

Dean Valley Community Primary School



*Success and
Fulfilment for all*

Terms of Reference

Governing Body Committee Structure

1. General Terms of Reference which apply to all committees

2. Specific Terms of reference for:

- Teaching, Learning, Curriculum and Pupil Well Being
- Premises, Finance and Health and Safety
- Raising Achievement Committee
- Personnel
- Safeguarding – specialist function – fulfilled through half termly meetings with Headteacher
- Class Governor
- Link Governor

3. Committees which meet when required:

- Permanent Exclusions – named appeal governors
- Grievance – named governors
- Appointments – named governors
- Headteacher's Performance Management – named governors

4. Governing Body Structure and Committee Membership

GOVERNING BODY AND COMMITTEE TERMS OF REFERENCE

The Governing Body needs to take a strategic role, act as a critical friend to the school and be accountable for its decisions. It should set aims and objectives and review, agree and monitor policies, targets and priorities. Governing Body meetings will be open to the public with Minutes available except for Part II business. In the event of a tied vote the Chair or Acting Chair/Vice Chair will have a second or casting vote.

The Governing Body will:

- Hold at least 3 meetings per year
- Appoint or remove the clerk
- Elect a Chair and Vice Chair
- Advise all parents of any parent governor vacancies, all staff of staff governor vacancies and to appoint community governors
- Ensure statutory information is sent to parents
- Annually ratify the School's Self Evaluation Form/Document
- Set dates of meetings for the year ahead
- Note term dates for the academic year and agree the occasional days
- Receive Head teacher reports
- Review and monitor assessment/progress/national test results
- Review the level of exclusions
- Monitor attendance of pupils/staff/governors
- Review, adopt and monitor a Freedom of Information Policy
- Agree Curriculum plans
- Set pupil performance targets
- If required, consider the suspension of a governor
- Provide induction for new governors
- Encourage governors to visit school and to review, adopt and monitor a governors' visit policy and feedback procedure
- Review, adopt and monitor the procedures for dealing with complaints from parents/carers
- Review, approve and monitor the Strategic School Improvement Plan
- Annually elect governors for the following responsibilities:-
 - Literacy, Numeracy, SEN, Cared for Children, Safeguarding and Equality, Health and Safety, Governor Training
- Ensure at least 3 governors are appointed and trained to complete the Headteacher's Performance Management
- Maintain and update annually a file of pecuniary interest declarations
- Review, adopt and monitor a governors' expenses policy
- Review annually the delegation of functions and committee structure
- Organise support and training for governors

GENERIC TERMS OF REFERENCE FOR ALL COMMITTEES

Membership

- Not less than three governors appointed by the Governing Body plus any Associate members appointed by the Governing Body to the committee.
- The committee may make recommendations to the Governing Body for co-option of non-governor members
- The Committee Chair should be appointed at the beginning of each school year by the governing body or by the committee and shall not be an Associate member or a non-governor member. NB a staff governor/headteacher may chair a committee but must not be responsible for taking minutes.
- The Chair of Governors can be an ex-officio member of each committee and may attend each committee meeting and vote because s/he has chosen to be a governor.
- The Headteacher may attend meetings but may not vote unless s/he has chosen to be a governor.

Disqualification

- Any member of staff other than the Headteacher, when the subject for consideration is the pay, performance or discipline of any other member of staff. The Headteacher or any governor may not attend when he/she is the subject under discussion or there is a perceived conflict of interest.

Quorum

- Three governors who are appointed members of the committee.

Meetings

- At least three times in each school year prior to ordinary full Governing Body meetings.
- Committee meetings will not be open to the public but minutes are available except for Part II Minutes.
- In the absence of the Chair, the committee shall choose an acting Chair for that meeting from among their number.
- In the event of a tied vote the Chair or acting Chair shall have a second or casting vote.
- It is advisable that each committee shall choose a clerk at the beginning of each meeting.
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full Governing Body and will be presented at that meeting by the Chair (or in his/her absence another member of the committee).

General Terms

- To act on matters delegated by the full Governing Body.
- To liaise and consult with other committees where necessary.
- Ensure governors have a clear understanding of the vision and aims and strengths and weaknesses of the school so they can effectively contribute to the school's self-evaluation process;
- To contribute to the School Improvement Plan.
- **Although primary responsibilities for policies concerning Health and Safety, Inclusion, and Safeguarding, are delegated to specific committees, all committees should consider relevant aspects of these.**

SPECIFIC TERMS OF REFERENCE

TEACHING, LEARNING, CURRICULUM and WELL BEING COMMITTEE

- To review, adopt and monitor an overall curriculum policy.
- To review and evaluate the quality of teaching and learning
- To review and evaluate the quality of provision in the Early Years
- To review and evaluate the impact of pupil involvement in school i.e. School Council
- In collaboration with staff, to provide information about how the curriculum is taught, evaluated and resourced.
- To review and evaluate the provision for Global Citizenship and links with other school and the local community
- To review and evaluate PHSCE and pupil well being
- To review and evaluate provision for Cared for Children
- To review, adopt and monitor policies for Collective Worship and Sex and Relationship Education.
- To ensure that the requirements of children with special needs and disability are met, as laid out in the Code of Practice.
- To advise the Finance and Personnel committee on the relative funding priorities necessary to deliver the curriculum.
- To oversee the arrangements for educational visits including the appointment of a named Co-ordinator.
- To prepare and publish the school prospectus.
- To review, adopt and monitor the implementation and impact of policies as indicated on the list contained in the Appendix
- To review and evaluate attendance and behaviour

FINANCE, PREMISES AND HEALTH AND SAFETY COMMITTEE

- To provide support and guidance for the Governing Body and the Headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To inspect the premises and grounds annually and to review the Asset Management Plan in order to prepare a list of priorities for maintenance and development.
- To advise the Finance committee on the relative funding priorities necessary for security, maintenance, repairs and redecoration, and to approve the costs and arrangements within the budget allocation.
- The Headteacher is authorised to commit expenditure without the prior approval of the committee as stated in the Financial Delegation Document and in the case of any emergency where delay would result in further damage, or present a risk to the health and safety of pupils or staff. In this event the Headteacher would normally be expected to consult the committee Chair at the earliest opportunity.
- To oversee the preparation and implementation of contracts.
- To ensure that the Governing Body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the
- Environmental Protection Act 1990, so far as is practicable.
- To prepare and agree a lettings and charges policy and to monitor its implementation.
- To ensure any necessary liaison with the LA regarding premises issues.
- In consultation with the Head teacher and the Finance committee to oversee any premises related funding bid.

- To review, adopt and monitor the implementation and impact of policies as indicated on the list in the Appendix

Financial Planning

- To establish a three year budget plan taking into account the agreed priorities of the School Development / Improvement Plan
- To draft and adopt a detailed annual budget plan (revenue and capital expenditure) taking into account the agreed priorities of the School Development / Improvement Plan.
- To make decisions in respect of the service level agreement with the Local Authority (Trading Fair).
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher or Performance Management Group.
- To consider and approve recommendations made by the Premises Committee on all aspects relating to the school premises

Financial Monitoring - Public Funds

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan using the budget monitor report produced by SIMS.
- To receive details of any budgetary adjustment made by the Local Authority through the Income Allocation Notification process.
- To report to the Governing Body any significant anomalies in the performance of the school against the annual budget plan.
- Subject to the local scheme of delegation (See Finance Policy), to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
- To receive, and where appropriate, respond to all audit reports on the delegated and devolved funds.
- To carry out Best Value Reviews in accordance with the Best Value Statement.
- To review comparative financial statistics presented by the Local Authority and obtained from the DfE benchmarking website.
- To receive a report from the Headteacher following the annual inspection of the School assets as recorded in the asset registers / inventories.

Non-public funds

- To receive reports and monitor the income and expenditure throughout the year.
- To appoint an external auditor of these funds.
- To receive and respond to the audit report on these funds.

Financial Management Standard in Schools (SFVS)

- To review the School's self-assessment in preparation for the external assessment.
- To annually complete the Statement of Internal Control
- To annually review Governors' competencies in regards to continued professional development as stated under SFVS
- To receive and respond on any report issued by the external assess or following an external assessment.

Relationship with other committees

- To receive reports from other committees that may have financial implications on the operation of the school.

Finance Policy and Local Scheme of Delegation

- To ensure that the school operates within the requirements of the Local Authority's Financial Management Scheme and Financial Regulations.
- To review, adopt and monitor the impact of:
 - Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, Headteacher and other nominated staff.

PERSONNEL COMMITTEE

- In consultation with the Headteacher, to determine the staffing structure of the school to include an agreement regarding the rational and number of job share posts
- To oversee the appointment procedure for all staff.
- To consider recommendations on staff salaries made by the Headteacher or the Headteacher Performance Management Group and to make appropriate recommendations to the Finance committee
- To review, adopt and monitor a policy statement on staff consultation and to undertake any formal consultations.
- In consultation with staff, to oversee any process leading to staff reductions.
- To annually review, adopt and monitor the procedures for dealing with staff discipline and grievances and ensure that staff are informed of these.
- To act as "first committee" for formal disciplinary or complaints hearings.
- To review, adopt and monitor a Pay Policy.
- To review, adopt and monitor a Performance Management policy, and to determine the membership of the Headteacher Performance Management Group. Membership of the HTPM group need not be drawn from this committee, but the committee should seek to ensure that HTPM group members have received appropriate training. The Chair of Governors should not be a Performance Management Governor.
- To review, adopt and monitor the implementation and impact of policies concerning as indicated on the list in the Appendix

PAY COMMITTEE

- To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plan
- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee
- **To establish and approve on an annual basis (statutory requirement), a Pay Policy for all categories of staff and to be responsible for its administration and review including the staffing structure (links to SFVS evidence 5)**
- To oversee the appointment procedure for all staff to include ensuring the school has adequate arrangements in place to complete pre-employment checks (links to SFVS evidence 26)
- To ensure that all staff are reminded of the school's whistleblowing policy on a regular basis (links to SFVS evidence 21)
- To approve and review a Performance Management policy for all staff*
- To review job descriptions for staff as appropriate and recommended by the Headteacher (links to SFVS evidence 4)
- To review and agree policies relating to Personnel as delegated by the Governing body (please list)
- To oversee the process leading to staff reductions

- To be responsible for the suspension and/or dismissal of staff (including the Headteacher if delegated to a committee)
- To be responsible for the ending of a suspension for staff (including the Headteacher if delegated to a committee)
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- **To make recommendations on personnel related expenditure to the Finance Committee, including pay discretions**
- **To consider any appeal against a decision on pay grading or pay awards**
- To be responsible, in conjunction with the Finance Committee, for determining dismissal payments/early retirement
- To produce, collate and report questionnaires for parents, staff and pupils
- Additional items which individual Governing Bodies may wish to include

*** The Headteacher Performance Review Group could be formed from this committee, but its members should have received the appropriate training**

Disqualification – Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school.

RAISING ACHIEVEMENT COMMITTEE

The main function of the committee is to monitor and evaluate the standards and achievement of pupils and the impact of the quality of education provided. In all its business, the committee will take account of whether there has been a positive impact on pupils.

In particular, the committee will:

- Discuss the targets set for all cohorts to ensure they are as aspirational as possible for all pupils;
- Ensure all governors have a good understanding of the pupil achievement in relation to national standards and all schools nationally;
- Monitor pupil progress in relation to the targets set and with specific reference to significant groups;
- Receive and critically review school performance data including any provided by the Local Authority, Data Dash Board, Fischer Family Trust and RAISE online;
- Monitor the impact/outcome of the curriculum and teaching on students' learning and achievement;
- Monitor progress in meeting the key issues identified by any external monitoring e.g. SIP, Ofsted, HMI or LA;
- Provide regular reports to the governing body on pupil attainment and progress;
- Where appropriate, review and evaluate the effectiveness of Local Authority support and intervention;
- Receive regular reports from the Headteacher on the monitoring of the quality of teaching and learning and how T+L is impacting on Key Improvement Priorities;
- Monitor and evaluate the impact of the school's provision for vulnerable groups e.g. special educational needs, cared for pupils, pupils in receipt of support through pupil premium funding;
- Review and monitor relevant areas of the school's school improvement plan;

- Request and receive reports, as and when required, from key members of staff e.g. curriculum leaders and senior leaders;
- To review, adopt and monitor the impact of any relevant policies and or protocols

TERMS OF REFERENCE FOR LINK/SPECIALIST GOVERNORS

- Make focused visits to the school
- Explore specific aspects within the link subject area to gain deeper understanding of relevant issues
- Establish regular contact with people within the school with responsibility for the link subject area
- Provide support and encouragement and a listening ear for staff members with whom they are linked
- Monitor provision of equipment and use of school facilities
- Attend relevant training, including relevant INSET days
- Be involved with establishing/monitoring/evaluating the IMPACT of relevant policies adopted by the governing body within their link subject/specialist area
- Become familiar with linked subject/specialist areas in the school development plan
- Report back after visits, making recommendations as appropriate either via the agreed report format and or at committees or full governing body meetings

TERMS OF REFERENCE FOR THE CLASS GOVERNOR ROLE

To:

- Establish regular contact between the class teacher and the children
- Explore the specific characteristics of the class to gain deeper understanding of relevant issues
- Provide support, encouragement and a listening ear
- Consider ways to encourage parental involvement
- Explore how the characteristics of the class fit in with the school's development plan. This can help to improve understanding and effective questioning at governing body meetings
- Report back to the governing body following visits, and making recommendations as appropriate

DEAN VALLEY PRIMARY SCHOOL GOVERNOR RECORD OF VISITS PROFORMA

To be completed after class and specialist link visits

Dean Valley Community Primary School Governor Record of Visits Proforma

Name of governor	
Date and time of visit	
Purpose of the visit e.g. Link with Subject Leader, Specialist Role, Class Governor Visit.	
Involving:	
Link with the school development plan	

What did you see? What did you learn? What would you like clarified? How long did the visit last?

The following actions were agreed:

Headteacher		
Staff involved		
Governor		

Dean Valley Governing Body Structure

Our Governing Body includes representatives from the Local Education Authority, Parents, Teaching and Support Staff and Community members. Further information about the role of governing bodies can be found on the Department for Education website.

MEMBERSHIP - FULL GOVERNING BODY

The governing body has established and ratified the following committees which include staff and governor representatives:

Other committees are formed when necessary; these would include Headteacher's performance management, interview panels, grievance and disciplinary committees.

Finance/Health and Safety/Buildings	Raising Achievement	Teaching, Learning, Curriculum and Well Being	Personnel
Meetings twice per term – once with Finance Focus – every 6 months Premises focus	Once per term HT to report once per term to FGB on pupil achievement	Once per term	Once per term
Andrew Roberts	Maggie Swindells	Liz Healey	Tony Penny (Pay Panel)
Amanda Stott	Carol Buckroyd	Stephen Picken	Andrew Roberts (Pay Panel)
Maggie Swindells	Emily Smith	Duncan Mitchard	Amanda Stott (Pay Panel)
Emily Smith	Liz Healey	Emily Smith	Emily Smith
Mrs S Garnett (Bursar, non-voting)		Staff Governor(V)	Mrs Swindells

SYSTEMATIC MONITORING

The Governing Body also fulfil specialist roles which ensure the Governing Body 'know' the school and can fulfil their duty to monitor the school's performance over time. We do this through a range of specialist roles and responsibilities:

Class Governor	2014-15	Specialist Governor Role	2014-15	Subject Link Role	2014-15
Reception	Liz Healey	Safeguarding	Liz Healey	English	Liz Healey
Y1	Cath Wilson	Foundation Stage	Maggie Swindells	Maths	Andrew Roberts
Y2	Carol Buckroyd	Cared for Children	Cath Wilson	Humanities	Cath Wilson
Y3	Tony Penny	SEN	Cath Wilson	Science	Duncan Mitchard
Y4	Stephen Picken	Pupil Premium	Carol Buckroyd	ICT	Stephen Picken
Y5	Duncan	Secondary Link	Liz Healey	SMSC/RE	

	Mitchard				
Y6	Andrew Roberts	School Council	Amanda Stott	Art/PE	
		Training Governor	Duncan Mitchard	Music/Drama	
		Equality and Diversity	Andrew Roberts		
		Gifted and Talented	Maggie Swindells		
		Health and Safety	Tony Penny		
		Headteacher's Performance Management	Tony Penny Andrew Roberts Amanda Stott		

**THE GOVERNING BODY WILL CARRY OUT SYSTEMATIC MONITORING
THROUGH A RANGE OF STRATEGIES**

Monitoring Activity	Impact
Formal Governing Body Meetings	Meeting statutory responsibilities and opportunities to celebrate success and challenge performance
Committee meetings	Monitoring specific aspects of school performance
Link Governor Visits	Monitoring specific aspects of school performance and observing policy in practice
Specialist Governor Visits	Monitoring specific aspects of school performance and observing policy in practice
Monitoring Progress of Strategic Action Plans	Ensuring good progress against agreed school improvement priorities
Making effective use of objective information	Triangulating the information provided by the school and benchmarking school performance against national data
Commissioning external reviews of teaching and learning	Triangulating the information provided by the school and benchmarking school performance against national data
Attending Leadership Partner Visits	Triangulating the information provided by the school and benchmarking school performance against national data
Benchmarking budget expenditure	Triangulating the information provided by the school and benchmarking school performance against national data
Robust performance management of the Headteacher	Ensuring the headteacher receives the training and support he/she needs to carry out their responsibilities as effectively as possible and to reward performance
Programme of school visits linked to the school improvement priorities	Triangulating the information provided by the school and seeing policy in practice
Standing item 'impact on pupils' on all agendas	Ensuring the GB can demonstrate the impact of its work on improved pupil outcomes
Asking and recording 'questions and responses' in all committee meetings	Demonstrate the GB responsibility to 'know the school' and hold the school to account for its performance
Recording an action log in all meetings and holding everyone to account for completion	Ensures agreed actions are followed up and incremental improvement is achieved
Reviewing policies to ensure they meet legal requirements	Meets statutory duties and ensures the school is operating within a secure, safe legal framework

Monitoring Activity	Impact
Meetings with pupils, parents and staff	Demonstrates the GB role in engaging with all stakeholders and ensures the school provision reflects needs and aspirations of the whole community
Commissioning questionnaires and ensuring improvements are addressed	Engaging with stakeholders
Attendance at Parents Evenings	Ensures there is effective communication between the staff and governors regarding day to day issues and issues which require urgent attention
Monthly meetings between Chair and Headteacher	
Meeting with LA Finance Consultant half yearly	Ensuring robust financial probity
Termly Budget reports	Monitoring expenditure against agreed priorities
Governors' Performance Dashboard	High level strategic report on all aspect of school performance targets

Date reviewed and adopted: September 2014

Date of next review: September 2015

Signature of Chair of Governors: Maggie Swindells