

Sub - committee structure

Terms of reference

| <p align="center"><u>Behaviour and Safety</u><br/><u>Meeting split 1st half health and safety focus 2<sup>nd</sup> half behaviour focus</u></p>                | <p align="center"><u>Terms of Reference</u></p>  |
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| <p>Emma Brittain<br/>Liz Kearsley<br/>Ralph Parish<br/>Emma Smithen<br/>Rob Jenkinson (WebEx)</p>  | <p><u>Quorum - 3</u></p> <p><u>Health and Safety</u></p> <ul style="list-style-type: none"> <li>• To consider all issues relating to the fabric of the buildings and grounds including regular site inspection.</li> <li>• To ensure compliance with health and safety regulations including regular review of health and safety manuals 1-3.</li> <li>• To make recommendations to the Head Teacher, School Resource Committee or Full Governing Body as appropriate.</li> <li>• To complete half termly learning walk.</li> </ul> <p><u>Behaviour</u></p> <ul style="list-style-type: none"> <li>• To ensure that there are effective and enforceable policies on child protection, bullying and racial issues and that all pupils have confidence that these issues will be dealt with in an appropriate manner.</li> <li>• To ensure the personal, social and welfare of all students.</li> <li>• To ensure that as far as possible school is a place of positive experience and enjoyment for students.</li> <li>• Monitoring of weekly / termly data and attendance analysis.</li> <li>• To ensure arrangements for educational visits follow the guidance available from the local authority.</li> <li>• To complete half termly learning walk</li> </ul> |
| <p><u>School Resource Committee</u></p>  | <p align="center"><u>Terms of Reference</u></p>  |
| <p>Gloria Carotti-Fisher<br/>Jayne Chudley<br/>Janet Deans<br/>Liz Kearsley<br/>Anita Marshall<br/>Ralph Parish<br/>Emma Smithen<br/>Rob Jenkinson (WebEx)</p> | <p><u>Quorum - 3</u></p> <p><u>Finance</u></p> <ul style="list-style-type: none"> <li>• The committee to be empowered to approve the budget.</li> <li>• The Head Teacher to be empowered to amend the budget during the year (virements) up to the limit of £10,000.</li> <li>• The committee to be empowered to amend the budget during the year (virements) over £10,000.</li> <li>• The committee to be empowered to monitor spending during the year against the budget and decide upon corrective action where necessary to avoid overspending and enable underspend to be allocated to another project.</li> <li>• The Head Teacher to be given the power to incur expenditure on items to a limit of £10,000 for a single transaction, the committee above this.</li> </ul>   |

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| <p>Tony Ibbetson (associate member)</p>   | <ul style="list-style-type: none"> <li>• The full governing body to have responsibility for the compliance with financial regulations and that the school meets SFVS.</li> <li>• The committee to be empowered to receive the audited statement of account of the school fund account within the term following its year end.</li> <li>• The committee be empowered to approve monitor and review the operation of the procedures required by SFVS and to decide upon corrective action that may be necessary to ensure compliance with the same reference to be made to the governing body where deemed necessary.</li> <li>• The Head teacher be authorised to dispose of surplus equipment in line with recommendations in Financial Regulations and report back to committee.</li> <li>• The Head Teacher be authorised to set and or revise community use charges.</li> <li>• The committee be authorised to approve SLA's.</li> <li>• The committee be authorised to approve the governors allowances policy.</li> </ul> <p><b><u>Personnel / Staff Dismissal</u></b></p> <ul style="list-style-type: none"> <li>• Pay grading issues with the head teacher in liaison with the LA being empowered to deal with annual increment pay awards for all teaching staff.</li> <li>• Redeployment / redundancy</li> <li>• Disciplinary / capability issues</li> <li>• To act as initial hearing</li> <li>• To monitor professional development</li> <li>• To make recommendations on staffing establishment</li> <li>• To consider the use of fixed term contracts</li> <li>• To complete half termly learning walks associated with aspects related to the committee.</li> </ul> |
| <p><b><u>Improving School Performance (2 full days termly)</u></b></p>  | <p style="text-align: center;"><b><u>Terms of Reference</u></b></p> <p><b><u>Quorum -3</u></b></p>  |
| <p>Hilary Beverley<br/>Gloria Carotti-Fisher<br/>Jayne Chudley<br/>Janet Deans<br/>Liz Kearsley<br/>Ralph Parish<br/>Rob Jenkinson (WebEx)<br/>Tony Ibbetson (associate member)</p> | <ul style="list-style-type: none"> <li>• To advise the governing body on standards and achievement, including statutory requirements across curriculum subjects.</li> <li>• Ensure pupils receive a broad and balanced curriculum. A curriculum fit for purpose.</li> <li>• To contribute to the development of the school improvement plan and Self-Evaluation Form (SEF).</li> <li>• To monitor and review academic and pastoral arrangements to ensure the school delivers a broad and balanced curriculum in keeping with the ethos of the school and the requirements of the National Curriculum..</li> <li>• Ensure that end of Key Stage is reported and informed as part of monitoring achievement / student progress.</li> <li>• To ensure that regard is paid to students' spiritual, moral, social, emotional and cultural development / fundamental</li> </ul>  |

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|   | <p>British Values.</p> <ul style="list-style-type: none"> <li>• To ensure that students develop their understanding of their rights and responsibilities and have appropriate opportunities to make a positive contribution to the local community.</li> <li>• To consider curriculum issues which have implications for finance and personnel decisions and to make recommendations to the relevant committees or the governing body.</li> <li>• Monitor and review curriculum related policies.</li> <li>• To consider any curricular and careers matters referred by staff, students, parents, or the governing.</li> <li>• Ensure Pupil Premium is allocated appropriately and interventions identified specific to student need.</li> <li>• To scrutinise subject middle leadership and ensure middle leadership accountability.</li> </ul>  |
| <b><u>Curriculum Policy and Standards (Overall Effectiveness)</u></b>   | <b><u>Terms of Reference</u></b>  |
| Hilary Beverley<br>Jayne Chudley<br>Janet Deans<br>Liz Kearsley<br>Anita Marshall<br>Ralph Parish<br>Rob Jenkinson (WebEx)                                  | <b><u>Quorum - 3</u></b> <ul style="list-style-type: none"> <li>• The Curriculum, Policy and Standards Committee is principally tasked with ensuring the delivery of the school's vision and objectives through the development and implementation of the School Improvement Plan, Policies and Self Evaluation Processes.</li> <li>• To make recommendation to the Resources Committee as to the appropriate level of resources and targeting required to deliver the School improvement Plan.</li> <li>• To review school self evaluation processes and judgments including summary SEF.</li> <li>• To monitor and review the equality / disability access scheme / policy</li> <li>• To consider/ensure the SDP includes set targets in line with Government legislation.</li> <li>• To discuss policies relating to the curriculum and school practice and bring the findings back to the full governing body.</li> <li>• To complete half termly learning walks associated with aspects related to the committee.</li> <li>• To ensure the governing body is fit for purpose and accountable for all statutory functions.</li> </ul> |
| <b><u>Pay Performance</u></b>   | <b><u>Terms of Reference</u></b>  |
| Hilary Beverley<br>Jayne Chudley<br>Janet Deans<br>Liz Kearsley<br>Ralph Parish (once relevant training undertaken)<br>Emma Smithen (once relevant training | <b><u>Quorum - 3</u></b> <ul style="list-style-type: none"> <li>• To ensure full compliance to the appraisal system ensuring it is fair and equitable whilst monitoring the performance of teachers</li> <li>• To scrutinise with rigour evidence supporting pay progression and if agreed action recommendations.</li> <li>• To constructively challenge the Head teachers self-evaluation regarding teacher performance and validate decisions made.</li> <li>• To celebrate staff achievement when above and beyond an individual's role.</li> </ul>   |

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| undertaken)                                |   |
| <b><u>Additional responsibilities</u></b>  | <b><u>Identified Governor</u></b>                     |
| <b>Safeguarding Governor / Exclusions</b>  | Liz Kearsley  |
| <b>Student Council delegated Governor</b>  | Janet Deans   |
| <b>Head Teacher Performance Management</b> | Liz Kearsely, Hilary Beverley (Janet Deans - Reserve) |
| <b>Medical Needs Governor</b>              | Anita Marshall  |