

**TATWORTH PRIMARY SCHOOL  
COMMITTEE TERMS OF REFERENCE**

(agreed at FBG 7 December 2017)

<b>Premises and Curriculum</b>	<b>Audit Finance and Personnel</b>
<p><b>Membership:</b></p> <ul style="list-style-type: none"> <li>• The Committee shall consist of at least seven Governors of whom one is the Head.</li> <li>• The Committee may co-opt additional members and must make recommendations for these to the Governing Body for approval.</li> <li>• In addition, all governors are entitled to attend meetings of the Curriculum Committee as all governors fulfil a role in monitoring the curriculum.</li> </ul> <ol style="list-style-type: none"> <li>1. Andrea Bolton</li> <li>2. Heather Byron</li> <li>3. Tracey Hart</li> <li>4. Alison Martin</li> <li>5. Jan Morse</li> <li>6. Keith Roberts</li> <li>7. Hayley Trask</li> </ol>	<p><b>Membership:</b></p> <ul style="list-style-type: none"> <li>• The Committee shall consist of at least seven Governors of whom one is the Head.</li> <li>• The Committee may co-opt additional members and must make recommendations for these to the Governing Body for approval.</li> </ul> <ol style="list-style-type: none"> <li>1. Peter Denning</li> <li>2. Tracey Hart</li> <li>3. Stuart Larcombe</li> <li>4. Tony Parfoot</li> <li>5. Phillippa Rex</li> <li>6. Keith Roberts</li> <li>7. An accountant be sought</li> </ol>
<p><b>Quorum:</b> For the Committee to be 'quorate' there must be at least three governors present.</p>	<p><b>Quorum:</b> For the Committee to be 'quorate' there must be at least three governors present.</p>
<p><b>Meetings:</b></p> <ul style="list-style-type: none"> <li>• The Committee shall meet at least once a term and otherwise as necessary.</li> </ul>	<p><b>Meetings:</b></p> <ul style="list-style-type: none"> <li>• The Committee shall meet at least once a term and otherwise as necessary.</li> </ul>
<p><b>Terms of reference:</b></p> <ul style="list-style-type: none"> <li>• To report the Committee's decisions and recommendations to the next meeting of the Governing Body.</li> <li>• To contribute to the School Development Plan.</li> </ul>	<p><b>Terms of reference:</b></p> <ul style="list-style-type: none"> <li>• To report the Committees decisions and recommendations to the next meeting of the Governing Body</li> </ul>
<p><b>Premises</b></p> <ul style="list-style-type: none"> <li>• To ensure that statutory directions given on Health and Safety issues by the Local Authority and/or other appointed professionals are carried out, including regular Health and Safety checks.</li> <li>• To report regularly to the Governing Body on the state of the school's property, informing the Governing Body of any necessary repairs, maintenance or cleaning of premises, and keep monitor the Security Policy for the school covering the personal safety of pupils, staff, parents and visitors and measures to protect the security of the building and school equipment.</li> </ul>	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• to provide guidance and assistance to the Head, Senior Management Team and the Governing Body in all matters relating to budgeting and finance, ensuring that the school adheres to the Academies financial regulations;</li> <li>• to review financial policy statements, including consideration of long term planning and resourcing;</li> <li>• to consider each year's annual development plan, identifying the priorities and presenting an annual budget to the Governing Body for approval;</li> <li>• to receive and monitor regular reports on the school's income and expenditure,</li> </ul>

<ul style="list-style-type: none"> <li>• To ensure that adequate insurance is provided for premises and contents after liaising with the Local Authority and/or other appropriate professionals.</li> <li>• To ensure that maximum energy conservation is achieved.</li> <li>• To draw up a Lettings Policy covering the use of the premises by outside users.</li> <li>• To review lettings charges annually.</li> <li>• To submit recommendations to the Governing Body concerning service level agreements for grounds maintenance and cleaning.</li> </ul>	<p>showing a comparison of these against the budget estimates and to take remedial action where necessary;</p> <ul style="list-style-type: none"> <li>• to monitor staff appointments and meet once a year with the Pay Committee to receive its recommendations on staff salaries and wages</li> <li>• to check on Governors' travelling and subsistence expenses;</li> <li>• to oversee the school's finances in line with the guidelines as set out in 'Academies Financial Handbook';</li> <li>• to review 'benchmarking' information annually.</li> <li>• To advise the Governing Body on the adequacy and effectiveness of the School's systems of internal control.</li> <li>• To advise the Governing Body on the appointment, re-appointment, dismissal and remuneration of the External Auditor.</li> <li>• To ensure that all allegations of fraud and irregularity are properly followed up.</li> </ul>
<p><b>Curriculum</b></p> <ul style="list-style-type: none"> <li>• Monitoring of the school development plan termly</li> <li>• To make recommendations to the Governing Body and review the school's curriculum statement as required in the light of the Local Authority curriculum statement and statutory obligations regarding the National Curriculum.</li> <li>• In collaboration with the staff to provide information about how the curriculum is taught, evaluated and resourced; to review the policy and provision for sex and relationships education and to make recommendations where necessary.</li> <li>• To review the policy and provision for collective worship and RE and make recommendations where necessary.</li> <li>• To monitor and review information about school performance and reporting to parents according to statutory requirements and to report to the Governing Body on national testing.</li> <li>• To consider complaints made by parents on curriculum matters, provision of information and the operation of the Charging Policy with respect to curriculum needs.</li> <li>• To determine appeals from parents regarding temporary withdrawal of a pupil from part of the National Curriculum.</li> </ul>	<p><b>Personnel</b></p> <ul style="list-style-type: none"> <li>• to ensure that all procedures relating to the recruitment, selection and appointment of staff are in place and that they are kept under annual review following any changes in legislation;</li> <li>• to check that arrangements for staff appraisal are in place and being implemented in line with the school's Performance Management Policy;</li> <li>• to recommend staff appointments to the full Governing Body;</li> <li>• to check that the policy for Health and Safety is followed;</li> <li>• to determine a Pay Policy for all staff within the approved budget and in accordance with current pay and conditions agreements;</li> <li>• to review the salary of the Headteacher annually;</li> <li>• to make recommendations annually to the Governing Body on the staffing structure and the number of staff to be employed in the school after liaising with the Curriculum Committee;</li> <li>• to receive reports from the Headteacher on job descriptions and staff changes;</li> <li>• to ensure that the Staff Handbook is in place and all staff are informed of the grievance and disciplinary procedures of the school;</li> <li>• to monitor the programme of staff development and training and ensure that it is meeting the needs of the school and its staff;</li> <li>• to ensure that full consideration is given to 'Safeguarding'/Child protection issues when appointing staff including ensuring adequate governor training on 'Safeguarding';</li> </ul>

- to ensure that staffing policies support the School Development Plan and to contribute to its annual review.

The Governing Body will decide in consultation with the Headteacher which and how many governors are to take part in the selection of staff, the responsibilities of the Head and the degree of delegation of powers to this Committee. The governors, in consultation with the Headteacher, will decide the level of governor involvement in making appointments throughout the school.