

### **Achievement and Data Committee**

Chair Person: Mrs T. Davis

Terms of Reference:

- Conduct the school with a view to promoting high standards of education achievement
- Set targets for achievement at EY, KS1 and KS2 and monitor the school's performance against these targets and national standards
- Monitor the achievement of disadvantaged groups and the impact of policies on race, SEND, Looked After Children and Disability on children, parents and communities
- Contribute to the development and monitoring of the School Enhancement Plan and the School Evaluation Framework
- Set priorities for improvement and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation
- Ensure that every child receives the full statutory curriculum that the school must provide
- Ensure that a report on each pupil's educational achievements is forwarded to their parents/guardians annually
- Set attendance targets and monitor the school's performance against these targets
- Ensure the school has a curriculum policy that meets pupils' needs
- Monitor and review pupil attendance data against attendance targets
- Monitor and review pupil exclusion information
- Regularly review the Assessment Policy and ensure that the policy is operating effectively
- Receive reports from external sources and agree actions to address recommendations; monitor and evaluate progress made
- Advise the Finance and Premises Committee on the relative funding priorities necessary to deliver the curriculum

Meetings: at least termly

Quorum: 3

Disqualifications: None

### **Appeals Committee**

Chair Person: Mrs C. Dillon

Terms of Reference:

- To consider any appeal against a decision to dismiss a member of staff made by the Hearing/First Committee (or Headteacher if delegated).
- To consider any appeal against a decision under the personnel procedures adopted by the Governing Body (eg disciplinary, pay review etc).
- To consider any appeal against selection for redundancy.

Meetings: as required

Quorum: 3

Disqualifications: Head Teacher. Any governors who was involved in the hearing. Spouse/partner

## Finance and Premises Committee

Chair Person: Mr P. Davidge

Terms of Reference:

### Finance:

- In conjunction with the Headteacher to draft the first formal budget plan of the financial year, for approval by the full Governing Body.
- Establish and maintain an up-to-date three year financial plan, taking into account priorities in the School Improvement Plan, roll projection and signals from central government and the LA regarding future years' budget.
- Ensure that priorities detailed within the School Enhancement Plan are appropriately costed and are reflected in the annual budget
- Monitor the budget position statement to identify and address any anomalies from the anticipated position and report termly to the full Governing Body
- Review and monitor outstanding debts and action taken.
- Review and monitor Direct School Meals Provision by income and expenditure statements.
- Review the end of year outturn report
- Monitor and approve virements and expenditure over the Headteacher's delegated limit.
- Appraise and approve spending decisions where competitive quotations or tenders are required
- Ensure the school operates within the financial regulations of the Local Authority and the requirements of the DfE Schools Financial Value Standard (SFVS)
- Approve annually the Schools Financial Value Standard (SFVS) submission prior to the 31 March deadline and monitor the implementation of any identified actions.
- Monitor expenditure of all voluntary funds held on behalf of the Governing Body by review of an audited annual statement of income and expenditure
- Annually review the outcomes of the asset register stock check and approve the disposal of obsolete items
- Ensure appropriate use of the Early Years Premium, Pupil Premium, Sports Premium
- Monitor and review impact of Pupil Premium, Sports Premium, Early Years Premium
- Review and monitor the school's website to ensure that it is accessible and fully compliant with current DfE requirements
- Review and monitor all financial policies including lettings, charging and remissions and expenses policies
- Consider and promote income generation
- Annually review income generated from contracts and lettings; oversee the use of premises by outside users.
- Where necessary, monitor and review Wrap Around Care provision including review of annual income and expenditure statements where applicable
- Ensure all appropriate insurances are in place.
- Annually review and approve the school's Financial Procedure Manual
- Monitor service level agreements annually and make decisions in respect of service level agreements ensuring value for money
- Make decisions on expenditure following recommendations from other committees
- Ensure pay decisions can be appropriately funded
- Ensure as far as is practical that health and safety issues are appropriately funded in accordance with agreed priorities
- Annually review financial benchmarking data

- Monitor the implementation of actions arising from the Internal Audit report or of a financial nature from other inspection regime reports
- Ensure appropriate systems and procedures are in place to detect and prevent fraud and ensure any instances of fraud are reported immediately

**Premises:**

- Ensure that premises and the learning environment are maintained and are fit for purpose
- Provide support and guidance for the Headteacher and Governing Body on all matters relating to the maintenance and development of the premises and grounds, including health and safety
- Ensure that an annual inspection of the premises and grounds is undertaken and a report received identifying any issues. Inform the Governing Body of the report and set out a proposed order of priorities for maintenance and development for the approval of the Governing Body
- Ensure professional surveys and emergency works are arranged as necessary.
- Oversee the use of premises by outside users
- Establish and keep under review an Accessibility Plan and an Asset Management/Building Development Plan

Meetings: at least termly

Quorum: 3

Disqualifications: where there may be a conflict of or a pecuniary interest

**VIREMENT and EXPENDITURE LIMITS**

<b>Virement Limits</b>		<b>Expenditure Limits</b>	
Limit set for Headteacher without prior written approval of Chair or Governing Body	£5,000	Any items of expenditure up to	£5,000
Where the cumulative effect of multiple virements on the same budget heading exceeds this limit, details are to be reported to the next Finance and Premises Committee meeting for approval and retrospective approval			
Limit set for Headteacher with approval from Chair of Governors	£5,000 to £10,000	Above this limit if item was previously notified to the Governing Body.	
A log of these approvals will be maintained, and details reported to the next Finance and Premises Committee meeting.			
Prior Finance and Premises Committee or Chair of Governors approval (whichever is the soonest) to be sought outside of this limit and reported to the Finance and Premises Committee at the earliest opportunity			

**N.B.** Any goods/services purchased and works to be carried out are subject to Durham County Council Contract Procedure Rules (January 2014) for quotations i.e. quotations or tenders to be invited from capable contractors based on the likely value of the procurement over its lifetime:

- Between £500 and £5,000 at least one quotation
- Between £5,001 and £50,000 at least three quotations
- Over £50,00 full tender exercise

### **First / Pay Review Committee**

Chair Person: Cllr O. Milburn

Terms of Reference:

- To act in accordance with the Teachers Pay Policy adopted by the Governing Body to include matters relating to: teaching and learning responsibility payments, SEN(Special Educational Needs) allowances, recruitment and retention payments, points for previous experience, bursaries, regradings.
- To report to the Finance Committee on Pay Review-related expenditure.
- To make any decisions under the personnel procedures adopted by the Governing Body, e.g. disciplinary, grievance, ill health etc where the Headteacher is the subject of the action.
- To make any decisions relating to a member of staff (other than the Headteacher) under the Personnel procedures adopted by the Governing Body (unless delegated to the Headteacher).
- Reducing the staffing.

Meetings: Autumn term plus as and when necessary

Disqualifications: School staff. Pecuniary interest. The Headteacher; the Chair of Governors (if he/she has prior knowledge or involvement) Spouse/partner

### Delegation to the Headteacher

Under the 2003 Staffing Regulations the Governing Body determines the extent to which it delegates to the Headteacher responsibility, up to and including first written warning.

### **Headteacher's Performance Review Committee**

Chair Person: Mrs C. Dillon

Terms of Reference:

- To arrange to meet with the External Adviser (EA) or Education Development Partner (EDP) to discuss the Headteacher's performance targets.
- To decide with support from the EA or EDP whether the targets have been met and to set new targets annually.
- To monitor throughout the year the performance of the Headteacher against the targets.
- To make recommendations to the appropriate committee in respect of awards for the successful meeting of set targets.

Meetings: Autumn term plus monitoring meetings

Disqualifications: the Head Teacher and staff

## **Personnel Committee**

Chair Person:

Terms of Reference:

- To carry out an annual review of the staffing structure in consultation with the Headteacher and the Finance Committee.
- To oversee the appointment procedure for all staff.
- To make recommendations to the Finance Committee on Personnel-related expenditure.

### Delegation to the Headteacher

#### **Appointments:**

- Permanent teaching staff posts
- Permanent support staff posts
- Temporary staff

**Dismissals:** Governing Body delegates responsibility for the dismissal of all staff to the First/Pay Review Committee.

Meetings: as necessary

Disqualifications: Pecuniary interest

## **Safeguarding and Health and Safety Committee**

Chair Person: Vicki Burnett

Terms of Reference:

- Ensure the school adheres to all Health and Safety measures
- Review Health and Safety Audit, RoSPA and Fire Audit at least annually
- Ensure the school is fulfilling its responsibilities regarding child protection and the requirements of 'Keeping Children Safe in Education'
- Ensure Safeguarding policies and adhered to; monitor and review all safeguarding policies/procedures within school and review Single Central Record regularly
- Establish, review and monitor the Health and Safety Policy ensuring that the school meets health and safety requirements
- Ensure actions are taken in respect of relevant health and safety legislation
- Monitor data on accidents and incidents
- Ensure the school has an effective behaviour and anti-bullying policy. Monitor the implementation of this policy and its impact
- Develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. sex education)
- Set priorities for improvement and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation
- Ensure that the school's policy on SEND is consistent with the Code of Practice and Equalities Act and receive termly reports from the Headteacher/SENDCo and an annual report from the SEND Governor
- Ensure the SEND Policy is monitored and reviewed regularly and that the policy is known to parents/carers

- Ensure the school works effectively with other agencies to support vulnerable children and their families
- Ensure the school complies with the provisions of the Equalities Act 2010
- Monitor pupil's attitudes, values and development of other personal qualities within the school through the provision of R.E. and PHSCE. Ensure parents are informed of the right to withdraw their child
- Aims and values for the school are agreed and positive ethos for the school is promoted. Policy decisions are consistent with the agreed aims, values and ethos
- Ensure the school has an effective school council. The Governing Body takes account of the school council in determining the way in which the school is conducted
- The school promotes inclusive policies that allow for the achievement of all pupils
- Ensure that adequate provision is made for transition between primary and secondary education
- Ensure that school has policies on Race and Disability Discrimination
- Act as Pupil Discipline Committee for Permanent/Fixed Term Exclusions

Meetings: at least termly

Quorum: 3

Disqualifications: None

### **Teaching and Learning Committee**

Chair Person: Mr P. Jagger

Terms of Reference:

In general terms, monitor teaching and learning and the progress of children  
Ensure the quality of education, teaching and learning

#### Assessment and Improvement

- Monitor and evaluate the effectiveness of leadership and management
- Monitor and evaluate the quality of teaching and learning and the impact on rates of pupils' progress and standards of achievement
- Monitor and evaluate the impact of continuing professional development on improving staff performance
- Ensure all aspects of appraisal are carried out
- Receive reports from external sources and agree actions to address recommendations; monitor and evaluate progress made
- To keep under review work/life balance, working conditions and well being, including the monitoring of absence.

#### Curriculum Planning and Delivery:

- Review, monitor and evaluate the curriculum offer
- Contribute to the development and monitoring of the:
  - Self Evaluation Framework
  - School Enhancement Plan
  - Targets for school improvement

Meetings: at least termly

Quorum: 3

Disqualifications: None