

## **BLACKWELL FIRST SCHOOL**

### **Terms of Reference for Governors' Committees**

#### **All Committees**

- To be quorate by having at least 50% of members, excluding the Head Teacher, present.
- To contribute to and monitor the relevant sections of the School Development Plan (SDP)

#### **Curriculum and Admissions Committee**

- To monitor and assist with the admission of children to the school, to Reception and other classes.
- To monitor and assist with the transfer of children to middle and other schools.
- To maintain links with parents
- To consider and respond to complaints from all members of the school community and wider local community.
- To promote the school by effective marketing and through the website.
- To ensure that all performance management for relevant staff is up to date.
- To monitor and develop Safeguarding procedures, culture and policy within school
- To develop social, moral, spiritual and cultural (SMSC) education across the school.
- To monitor equal opportunities.
- To maintain links with the wider school community (Community Cohesion)
- To be responsible for setting policy in line with legal requirements for religious and sex education.
- In discussion with the Head Teacher, to assess the impact of teaching and learning across the school, and to respond to findings.
- To monitor the wider curriculum and the impact on staff and children.
- To monitor the provision for all groups of children including special educational needs and disability groups, taking into account Disability legislation where necessary.
- To be aware of the strengths and weaknesses of the school and the response to them.
- To consider and respond to the views of all stakeholders, including complaints.

#### **Premises Committee**

- To monitor and assist in the maintenance of the school buildings and grounds.
- To monitor and assist in capital expenditure on, and revenue from, the school buildings and grounds.
- To oversee all aspects of Health and Safety.
- To consider accessibility legislation when making decisions regarding the school.
- To support the Head Teacher in considering aspects of policy regarding the premises.

#### **Finance , Personnel and Pay Committee**

- In consultation with the Head Teacher to draft the first formal budget plan of the year.
- To establish and maintain an up to date three year financial plan.

- To consider a budget position statement including virement decisions at least termly and report significant anomalies from the anticipated position to the governing body.
- To ensure that the school operates within the financial regulations of the LA.
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body.
- To review annually charges and remissions policies and expense policies.
- To consider recommendations in respect of service agreements.
- To make decisions on expenditure following recommendations from other committees.
- To give financial reports to parents as appropriate.
- To ensure that, as far as is practicable, Health and Safety issues are appropriately prioritised.
- To determine whether sufficient funds are available to pay increments as recommended by the Head Teacher.
- To monitor implementation of pay policy including movements along teachers' pay spine.
- In the light of the Head Teacher's Performance Management Group recommendations, to determine whether sufficient funds are available for increments.
- To consider any other financial issues which may occur.
- To discuss relevant Pay and Personnel issues.