

## CALDEW SCHOOL GOVERNING BODY

### **CURRICULUM & STUDENT WELFARE / ADMISSIONS COMMITTEE TERMS OF REFERENCE**

<b>Chair:</b>	Jo Doherty
<b>Clerk:</b>	Nicola Bell
<b>Membership:</b>	Chris McAree (Headteacher) Susanna Cooper      Jo Doherty Carolyn Hodgson      Richard Looker Kerry Richardson      Jennie Wilkinson
<b>Quorum:</b>	3

#### **Procedures**

Membership is agreed at the first Full Governors' meeting of the school year and a Chairperson elected by the members at the first subsequent Committee meeting.

Agenda items are drawn up by the Clerk/Chair/Headteacher and circulated to members prior to the meeting. If any governors have items they wish to include on the agenda they should contact the Clerk at least one week prior to the meeting.

Minutes will be taken by the Clerk to the Governors and checked by the Chair and Headteacher prior to distribution.

Confidential items will be taken at the end of the meeting and recorded in the Confidential Minute Book.

#### **Responsibilities (all outcomes recommended to Full Governing Body for approval)**

##### Strategic

- Establish and review Teaching & Learning Policy
- Consider any disapplication for pupils from aspects of the curriculum (eg Sex & Relationships education)
- Ensure only approved external qualifications and syllabuses are offered
- Ensure Complaints against Curriculum Procedures in place
- Review Student Needs policy and ensure school follows procedures
- Consider targets and review pupil progress
- Establish and review the following policies/procedures –
  - Student Needs Policy
  - Student Behaviour Policy
  - Student Welfare Policy
  - Personal Welfare Policy
  - Home/School Agreement (Caldew Commitments)
  - Attendance Policy
  - Trips & Visits Policy
  - Registration and School Session Times
  - Publications Scheme
- Establish and review Admissions Policy and procedures
- Monitor allocations of new Year 7 intake applications
- Agree and monitor efficient and effective admissions procedures, including arrangements for admission appeals

### Critical Friend

- Monitor improvement in students' achievements
  - Ensure National Curriculum is implemented – monitor and evaluate
  - Plan, monitor and evaluate curriculum areas of School Improvement Plan
  - Monitor and evaluate extra-curricular activities
  - Monitor gifted and talented provision
  - Monitor risk assessments for school trips and visits
  - Monitor home-to-school transport issues
  - Monitor SEN provision with school SENCo
  - Monitor collective worship provision
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- Ensure agreed Admissions procedures are implemented
  - Ensure Admissions procedures are compliant with the Admissions Code of Practice

### Specific Tasks

- Hear complaints about curriculum and related procedures
  - Agree and recommend attainment targets to FGB
  - Hear appeals about Headteacher's change of National Curriculum for individual pupils
  - Monitor health and safety issues relating to curriculum / extra-curricular and pupil welfare
  - Approve residential trips and visits, ensuring that health and safety has been appropriately considered
  - Approve School Prospectus (Communications Committee)
  - Monitor communication with parents (Communications Committee)
  - Monitor regular newsletters for parents / newspaper bulletins (Communications Committee)
  - Support web-site development (Communications Committee)
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- Consider any In-year applications for places in Caldew School which are not straightforward (see flow chart)
  - Provide a representative to attend Admission Appeal hearings

## CALDEW SCHOOL GOVERNING BODY

### FINANCE AND GENERAL PURPOSE COMMITTEE TERMS OF REFERENCE

<b>Chair:</b>	John Story
<b>Clerk:</b>	Nicola Bell
<b>Membership:</b>	Chris McAree (Headteacher) Pam Abba                      Robert Charlton Bryan Craig                  Jo Doherty Darren Illidge                John Story Jennie Wilkinson

**Quorum:** 3

#### **Procedures**

Membership is agreed at the first Full Governors' meeting of the school year and a Chairperson elected by the members at the first subsequent Committee meeting.

Agenda items are drawn up by the Business Manager/Chair/Headteacher and circulated to members prior to the meeting. If any governors have items they wish to include on the agenda they should contact the Business Manager at least one week prior to the meeting.

Minutes will be taken by the Business Manager and checked by the Chair and Headteacher prior to distribution.

Confidential items will be taken at the end of the meeting and recorded in the Confidential Minute Book.

#### **Responsibilities (all outcomes recommended to Full Governing Body for approval)**

##### **Strategic**

- Formulate the school's financial strategy and three year budget
- Formulate the annual school budget
- Establish and regularly review policy and procedures for delegated spending by the school (Caldew School financial procedures: Policy for Financial Delegation and Statement of Internal Control )
- Agree priorities for discretionary expenditure related to the School Improvement Plan
- Assess and advise on the financial implications of recommendations by other Governing Body committees
- Plan finances for capital programmes, monitoring the tendering process etc as appropriate
- Plan finances for purchasing major items of equipment
- Ensure adequate financial resources are available to meet expenditure on the staffing complement of the school including any new appointments and pay settlements
- Plan for expenditure on significant items of routine maintenance
- Decide significant service providers, reviewing and agreeing major contracts
- Formulate the annual Best Value Statement
- Ensure that the school's insurances provide adequate cover
- Review and agree amendments to the school's charging policy including external lettings

### Critical Friend

- Monitor income and expenditure at each meeting and consider any proposed in-year virements between budget heads
- Ensure accurate accounts are kept and audited for both the school's public and non public (School Fund) finances
- Ensure that all required financial monitoring information is returned to the Local Authority as appropriate
- Receive external audit reports and ensure that recommendations are acted upon to ensure best practice in the school's financial affairs
- Monitor the school's financial management to ensure it continues to comply with the Financial Handbook
- Investigate financial irregularities
- Monitor implementation of the principles of Best Value in all school activities

### Specific tasks

- Agree school's annual budget
- Agree significant in-year virements between budget heads
- Agree school's financial procedures
- Publish the school's Best Value Statement
- Confirm school contracts with service providers

## CALDEW SCHOOL GOVERNING BODY

### PREMISES COMMITTEE TERMS OF REFERENCE

<b>Chair:</b>	Bryan Craig
<b>Clerk:</b>	Nicola Bell
<b>Membership:</b>	Chris McAree (Headteacher) Robert Charlton      Bryan Craig Carolyn Hodgson      Darran Illidge Richard Looker      Diane Shirvinton Jennie Wilkinson
<b>In Attendance:</b>	Steve Atkinson (Health & Safety Co-ordinator) Paul Harrison (Site Manager)
<b>Quorum:</b>	3

#### **Procedures**

Membership is agreed at the first Full Governors' meeting of the school year and a Chairperson elected by the members at the first subsequent Committee meeting.

Agenda items are drawn up by the Clerk/Chair/Headteacher and circulated to members prior to the meeting. If any governors have items they wish to include on the agenda they should contact the Clerk at least one week prior to the meeting.

Minutes will be taken by the Clerk to the Governors and checked by the Chair and Headteacher prior to distribution.

Confidential items will be taken at the end of the meeting and recorded in the Confidential Minute Book.

#### **Responsibilities (all outcomes recommended to Full Governing Body for approval)**

##### Strategic

- Ensure longer term priorities are identified and funding is secured from within the school budget to link in with development/maintenance plans for the school premises
- Plan within resources available annually and decide priorities
- Recommend and monitor school contracts for maintenance – premises and grounds
- Monitor implementation of maintenance and capital plans for the premises
- Seek and apply for funding for premises that may be available from the DfE and appropriate sources
- Establish and review Accessibility Plan
- Establish and review Health & Safety Policy
- Establish arrangements for keeping premises in a neat and tidy order

##### Critical Friend

- Ensure Health & Safety Policy procedures are followed
- Ensure maintenance of appropriate, regular risk assessments
- Monitor Accessibility Plan
- Monitor facilities to ensure they are available and suitable for use by the local community
- Monitor occupation / use of premises within and outside school day
- Monitor general maintenance issues – premises and grounds

##### Specific tasks

- Appraise tenderers and recommend contractor appointments for premises related issues

## CALDEW SCHOOL GOVERNING BODY

### STAFFING COMMITTEE TERMS OF REFERENCE

<b>Chair:</b>	Diane Shirvinton
<b>Clerk:</b>	Nicola Bell
<b>Membership:</b>	Chris McAree (Headteacher) Pam Abba                      Jo Doherty Carolyn Hodgson            Kerry Richardson Diane Shirvinton            Jennie Wilkinson
<b>Quorum:</b>	3

#### **Procedures**

Membership is agreed at the first Full Governors' meeting of the school year and a Chairperson elected by the members at the first subsequent Committee meeting.

Agenda items are drawn up by the Clerk/Chair/Headteacher and circulated to members prior to the meeting. If any governors have items they wish to include on the agenda they should contact the Clerk at least one week prior to the meeting.

Minutes will be taken by the Clerk to the Governors and checked by the Chair and Headteacher prior to distribution.

Confidential items will be taken at the end of the meeting and recorded in the Confidential Minute Book. All members of staff attending a Staffing Committee meeting (excluding clerk and headteacher) should leave for the confidential items.

#### **Responsibilities (all outcomes recommended to Full Governing Body for approval)**

##### Strategic

- Decide on number of staff and the level of management and promoted posts
- Decide on overall procedures for appointment of staff; headteacher/senior leadership team/teachers/associate staff
- Support, select, appoint, discipline and dismiss staff; headteacher/senior leadership team/teachers/associate staff
- Ensure Capability/Disciplinary/Grievance Procedures in place
- Ensure Equal Opportunity Policy in place
- Ensure Harassment Policies in place
- Ensure Leave Policies (Maternity/Paternity/Adoption) are in place
- Establish and review Appraisal/Performance Management Policy
- Establish and review Pay Policy
- Ensure Retirement/Redundancy Procedures are in place

##### Critical Friend

- Monitor appraisal and staff performance management
- Monitor staff absences
- Keep under review staff work/life balance, working conditions and well-being.

##### Specific tasks

- Provide panel to hear staff grievances
- Establish Pay Review and Pay Appeals Committees
  - to carry out Headteacher's performance reviews
  - consider Headteacher's recommendations for pay progression
- Responsibility for staff discipline
- Responsibility for conditions of employment
- Responsibility for health and safety of staff
- Responsibility for HR contracts