

FINANCE /BUILDINGS COMMUNITY COMMITTEE

Membership

The Committee will consist of the Chairman of the Finance Committee, together with the Headteacher and at least 2 additional Governors.

Areas of Responsibility

- Financial Management and Audit
- Buildings and Maintenance

Terms of Reference

1. To contribute, in collaboration with the headteacher and staff, in establishing, monitoring and evaluating sections of the School Improvement Plan relating to the financial management of the school
2. To contribute, in collaboration with the staff, in establishing, monitoring and evaluating sections of the School Improvement Plan relating to premises, health & safety and providing a quality learning environment
3. To keep relevant sections of the School's Self-Evaluation under review and update as necessary
4. To review the following statutory policies and documents, and recommend them for approval: <ul style="list-style-type: none">• Health and Safety Policy• Annual publication of Equality information (as required by PSED)• Equality objectives and an annual report on their progress• Business Continuity Plan (required for SFVS)• Charging and Remissions policy• Teachers' pay policy (annually)
5. To establish, monitor the impact of, and keep under review all the school's plans, policies and procedures relating to the environment, health & safety and the letting of the premises
6. To take all reasonable steps to ensure that the school premises, grounds, equipment and materials are safe and do not put health at risk
7. To ensure that security measures for the protection of personnel, students and premises are effective and make recommendations for improvement as necessary
8. To make recommendations for budget and devolved capital funding expenditure to the governing body based on environmental surveys and plans and best value principles
9. To monitor ongoing maintenance, repair and improvement work and related expenditure and assess value for money
10. To ensure that the school is obtaining value for money in relation to all environmental contracts including those awarded on its behalf by the LA; liaise with contractors and the LA as necessary
11. To ensure that a member of staff responsible for Health & Safety is appointed as required and that they receive the necessary support and training in their role
12. To oversee the letting and use of the premises and ensure that facilities are appropriately resourced
13. To liaise with, and provide information to, parents and the wider community on matters relating to the environment, security, health and safety and use of community facilities
14. To establish, monitor the impact of, and review all the school's plans, policies and procedures relating to finance
15. To draw up the annual budget for approval by the full governing body and submission to the LA in line with statutory guidance and timescales

TEACHING & LEARNING COMMITTEE

Membership

The Committee will consist of the Headteacher, the Chair of the Committee and additional members of the Governing Body.

Terms of Reference

1. To contribute, in collaboration with the headteacher and staff, to establishing, monitoring and evaluating sections of the School Improvement Plan relating to teaching, learning, curriculum and quality of provision and to oversee any key issues relating to curriculum delivery in line with guidance
2. To keep relevant sections of the school's Self-Evaluation under review and update as necessary
3. To ensure that the whole school curriculum is: broad and balanced; relevant to the needs of all children; provides continuity and progression; adequately resourced
4. To ensure that the National Curriculum is delivered and its assessment procedures are carried out in line with the legal framework
5. To review the following statutory policies and documents, and recommend them for approval: <ul style="list-style-type: none">• SEN Policy
6. To review the following non-statutory policies, and recommend them for approval: <ul style="list-style-type: none">• Teaching & Learning Policy• Collective worship and RE
7. To review the policy and provision for Collective worship and RE in line with the locally agreed syllabus and make recommendations for change as necessary
8. To review the school's provision for Personal, Social, Health & Citizenship Education taking account of Local Authority & Government guidance
9. To promote extra-curricular / enrichment activities
10. To receive curriculum progress reports from the head and others including an analysis of the annual RAISE report and information about non-statutory assessment and testing in order to monitor, review and evaluate the standards of achievement and seek to make continuing improvements and inform target setting
11. To ensure that targets for pupil achievements are set by the school
12. To liaise with, consult with, and provide information to, parents and the wider community on matters relating to the curriculum as required
13. To promote high quality displays of children's work and information that provide a stimulating learning environment and celebrate the work of the school
14. To celebrate children's achievements
15. To ensure the school website is updated at least annually with the required statutory information

STAFFING COMMITTEE

Membership

The Committee will consist of the Chair of the Committee, the Headteacher and no fewer than two Governors.

Terms of Reference

1. To implement the strategic framework, established by the governing body, within which the Headteacher and staff run the school and to focus on standards and school improvement
2. To contribute, in collaboration with the head and staff, to establishing, monitoring and evaluating sections of the School Improvement Plan relating to the staffing of the school
3. To keep relevant sections of the school's Self-Evaluation under review and update as necessary
4. To establish, monitor the impact of, and review all the school's plans, policies and procedures relating to staffing.
5. To review the following statutory policies and documents, and recommend them for approval: <ul style="list-style-type: none">• appraisal / performance management policy
6. To keep the staff structure under review at least annually in response to the changing needs of the school and make recommendations to the governing body for amendments as necessary
7. To ensure that all staffing matters are dealt with in line with employment law and agreed procedures and that no member of staff or job applicant is discriminated against on grounds of gender, sexual orientation, ethnicity, age or disability
8. To supply the Finance Committee with relevant staffing information to assist in the annual pay review
9. To ensure that the training and development of staff and governors is linked to the school's agreed priorities and monitor the impact of training on standards
10. To ensure that the school has effective systems of mentoring and inducting new members of staff and governors
11. To promote the health and welfare of staff