

HIGHWOOD PRIMARY SCHOOL GOVERNING BODY
Committees: Terms of Reference Draft
School Improvement

The governing body must determine the membership and proceedings of any committee. The governing body must also review the establishment, terms of reference, constitution and membership of any committee annually.

General

Purpose and Functions

The purpose of committees is to enable the governing body to effectively fulfil its three key roles in a time-efficient way.

Committees will consider matters as set out in their terms of reference or as requested by the governing body, taking advice as appropriate.

Each committee will recommend the powers that should be delegated to it by the governing body. The governing body will approve or modify these powers as it sees fit and such delegated powers will then form part of the terms of reference for that committee. The governing body will need to satisfy itself that the set of terms of reference, taken across all committees, constitutes a coherent suite.

1. Membership and Chairing

Unless otherwise specified each committee will consist of a maximum of 5/6 governors. The Chair of Governors and a specified member of the Senior Leadership Team will be ex-officio members of all committees except the Pupil Discipline, Staff Grievance, and Appeals committees.

All committees are required by the regulations to have a clerk appointed by the governing body.

The committee will elect a chair from among the members of the committee. In the absence of the chair at a meeting the committee will elect any member to act as chair for that meeting.

Committees may invite non-governors to attend but in a non-voting capacity.

2. Voting and Quorums

Only governors and appointed Associate Members can vote. No vote may be taken at any meeting where Associate Members outnumber governors.

Each committee will determine its own quorum which shall be not less than three governors.

3. Minutes and Meetings

Minutes of meetings will record those present, the date and any decisions, action points or recommendations. Any recommendations must be written in such a way as to offer the governing body a clear proposal or alternatives to debate and decide upon.

The minutes represent a record of governors' deliberations and decisions, and, as such, may be reviewed by others (e.g. inspectors or auditors) as a means of determining how governors have undertaken their role in scrutinising matters and reaching decisions. While the minutes need not be a verbatim account of discussions, or necessarily attribute views expressed, or issues raised, to individual governors, if they do not adequately record a sense of the governors' deliberations and scrutiny of matters considered, then they will not necessarily serve as a record of governors' input to the management of the school.

Minutes will be circulated to all members of the committee and the chairs of other committees as soon as possible after the meeting, and to all governors with the agenda of the next governing body meeting.

The committee will meet some weeks in advance of each governors' meeting and at other times as they see fit.

For committees other than the Resources Committee – any decisions which require a spending commitment over and above agreed budget provision must be referred to the (Finance/Resources) Committee. The chair should also check before committing expenditure to ensure that there has been no change in the financial position.

5. Procedures and Training

The membership of the committee will be determined at the first meeting of the governing body in the autumn term. Casual vacancies will be filled at the first available governors' meeting. The terms of reference of the committee will be reviewed at least [*annually*].

The normal procedures and regulations of the governing body also apply to its committees.

Members of the committee should take steps to maintain and develop their knowledge and skills by attending appropriate training. Governors elected/ appointed to the Finance/Resource committee should ensure they are adequately inducted in their responsibilities for the school's financial management, and a formal assessment of the collective competence of the governing body in financial management is maintained (SFVS – Schools Financial Value Standard) .

COMMITTEE DEALING WITH THE CURRICULUM AND PUPIL ACHIEVEMENT

1. To advise the governing body on the school's curriculum policy and its statutory obligations regarding the curriculum.
2. With the assistance of staff, to monitor and evaluate the delivery of the curriculum, specifically the impact of actions taken to implement the SDP.
3. To review, approve and monitor the implementation of policies for curriculum areas, special educational needs, collective worship, race equality and pupil behaviour/discipline.
4. To ensure that the needs of pupils with special educational needs are met.
5. In conjunction with the Headteacher, [*either* to recommend to the governing body, *or* to agree] statutory targets for pupil attainment.
6. At least annually, to receive a report from the Headteacher on the quality of teaching and the standards of pupil achievement, and to identify any necessary governing body actions.
7. After consultation with the Headteacher and staff, to identify priorities for the School Development/Improvement Plan and to consider the draft plan for discussion and approval by the governing body.
8. To monitor, at least once a term, progress in implementing the School Development/Improvement Plan.
9. To review, after consultation with the Headteacher and staff, the school's policies on pupil welfare, homework and the dress and appearance of pupils, and make any recommendations.
10. To review and monitor the policy on charging and remissions and the conduct of school journeys and visits and other off-site pupil activity.
11. To review policies delegated to it by the governing body, and to report recommendations at the next full governing body meeting.