

ST BARTHOLOMEW'S SCHOOL

TERMS OF REFERENCE FOR THE GOVERNING BODY COMMITTEES

**Reviewed by Committees, Autumn 2010
Approved by Full Governing Body, Autumn 2010
To be reviewed annually**

TEACHING AND LEARNING COMMITTEE (The Admissions Committee)

Membership

- Membership will be determined annually, at the summer term meeting of the full governing body.
- The committee shall consist of at least three governors. If possible, one governor will be a parent and one a teacher.
- The committee shall appoint the Chair and Vice Chair for a term of three years. Continuous re-election may only take place once.
- The work of the committee will be supported by
 - a) The Deputy Head teacher, who acts as the professional officer for the committee.
 - b) The Clerk to the Governors, Mrs Sharon Glover (will give notice of meetings, act as Minute Secretary and advise about procedures). In cases of conflict of interest, an alternative clerk will be sought.
- The meetings of the committee are open to all governors.
- As and when desirable the Chair may request any other person to attend meetings.

Quorum

As defined in the Instruments of Government a quorum for a committee of the governing body shall be "any one half (rounded up to the nearest whole number) of the membership, or three members of the committee, whichever is the greater". This excludes Associate Members.

Voting

Associate Members may not vote on any decision concerning admissions, student discipline, election or appointment of governors, or the budget and financial commitments of the Governing Body.

Meetings

- Meetings will be held once per term.
- Dates for the following academic year will be determined at the summer term meeting of the Full Governing Body.
- A reminder will be sent to Governors at least one week in advance of the meeting, by the circulation of an agenda and related papers.
- The conduct of meetings will be in accordance with the Instruments of Government.
- The Chair and Vice Chair of the committee, who shall not be employees of the school, shall be elected from amongst the voting members of the committee at an autumn term meeting.

Areas of Responsibility of Teaching and Learning Committee

The Chair and the committee have delegated authority from the governing body to consider and make decisions in the following areas:

- Annually approve the draft faculty/department development plans.
- Oversight of offsite activities.
- Annually agree term dates and session times for the next academic year.
- Exams
- Student Performance Analysis
- Business and Enterprise
- Able, Gifted and Talented

The Chair and the committee have the authority from the governing body to consider and prepare proposals to be approved by the full governing body in the following areas:

- Admissions Policy and Procedures.
- Arts Policy.
- Curriculum Complaints Procedures.
- Curriculum Statement.
- Homework Policy
- ICT Policy
- International Policy
- Initial Teacher Training Policy.
- Literacy Policy
- Marking Policy
- Numeracy Policy
- Religious Education and Acts of Worship.
- Special Needs Policy.
- Teaching and Learning Policy

Any other delegated authority and/or request to work on behalf of the governing body as may be minuted at meetings of the full governing body.

Reporting

The committee shall report to the Full Governing Body each term. Minutes, with the exception of confidential matters, will be distributed to all governors within the term.

Governor Development

The committee will regularly review the competence and experience of its members at the summer term meeting and instigate any training and development which is considered beneficial, in liaison with the Development Governor.

Review

The Terms of Reference will be reviewed annually.

LEARNING AND ACHIEVEMENT COMMITTEE(The Discipline Committee)

[TERMS OF REFERENCE]

Membership

- Membership will be determined annually, at the summer term meeting of the full governing body.
- The committee shall consist of at least three governors. If possible, one governor will be a parent and one a teacher.
- The committee shall appoint the Chair and Vice Chair for a term of three years. Continuous re-election may only take place once.
- The work of the committee will be supported by:
 - a) The Deputy Head teacher, who acts as the professional officer for the committee.
 - b) The Clerk to the Governors, Mrs Sharon Glover (will give notice of meetings, act as Minute Secretary and advise about procedures). In cases of conflict of interest, an alternative clerk will be sought.
- The meetings of the committee are open to all governors.
- As and when desirable the Chair may request any other person to attend meetings.

Quorum

As defined in the Instruments of Government a quorum for a committee of the governing body shall be" any one half (rounded up to the nearest whole number) of the membership, or three members of the committee, whichever is the greater". This excludes Associate Members.

Voting

Associate Members may not vote on any decision concerning admissions, student discipline, election or appointment of governors, or the budget and financial commitments of the Governing Body.

Meetings

- Meetings will be held once per term.
- Dates for the following academic year will be determined at the summer term meeting of the Full Governing Body.
- A reminder will be sent to Governors at least one week in advance of the meeting, by the circulation of an agenda and related papers.
- The conduct of meetings will be in accordance with the Instruments of Government.
- The Chair and Vice Chair of the committee, who shall not be employees of the school, shall be elected from amongst the voting members of the committee at an autumn term meeting.

Areas of Responsibility of the Learning and Achievement Committee

The Chair and the committee have delegated authority from the governing body to consider and make decisions in the following areas:

- Discipline and Exclusions
- Attendance
- The House and Tutorial System including,
 - a) Analysis of Examination Results
 - b) Reviewing student progress
 - c) Annually approve the draft House development plans and monitor targets.

- Equal Opportunities / Disability Discrimination including
 - a) Review of the proceedings of the school's Equal Opportunities Committee
- Relationships between families, carers and the school, including
 - a) Home School Agreement
 - b) Parents with concerns about the school
 - c) Extended Schools
 - d) Support for families
 - e) Liaison with outside agencies
- Promotion of community cohesion
- Monitoring and Assessment of the:
 - a) Anti-bullying Policy
 - b) Assessment Policy
 - c) Career Education and Guidance Policy
 - d) Child Protection Policy
 - e) Substance Use and Abuse Policy
 - f) Behaviour Improvement Policy
 - g) Procedure regarding serious incidents involving the school
 - h) Safeguarding and Child Protection
 - i) Procedures for Serious incidents involving the school
 - j) Healthy Schools
 - k) Disability Equality Statement

The Chair and the committee have the authority from the governing body to consider and prepare proposals to be approved by the full governing body in the following areas:

- Sex Education Policy.
- Behaviour Policy

Any other delegated authority and/or request to work on behalf of the governing body as may be minuted at meetings of the full governing body.

Reporting

The committee shall report to the Full Governing Body each term. All minutes, with the exception of confidential minutes, will be distributed to all governors within the term.

Governor Development

The committee will regularly review the competence and experience of its members at the summer term meeting and instigate any training and development which is considered beneficial, in liaison with the Development Co-ordinator.

Review

The Terms of Reference will be reviewed annually.

LEARNING RESOURCES COMMITTEE (The Staff Committee)

[TERMS OF REFERENCE]

Membership

- Membership will be determined annually, at the summer term meeting of the full governing body.
- The committee shall consist of at least three governors. If possible, one governor will be a parent and one a teacher .
- The committee shall appoint the Chair and Vice Chair. For a term of three years. Continuous re-election may only take place once.
- The work of the committee will be supported by
 - a) The Deputy Headteacher who acts as the professional officer for the committee.
 - b) The Facilities Manager.
 - c) The Clerk to the Governors, Mrs Sharon Glover (will give notice of meetings, act as Minute Secretary and advise about procedures). In cases of conflict of interest, an alternative clerk will be sought.
- The meetings of the committee are open to all governors.
- As and when desirable the Chair may request any other person to attend meetings .

Quorum

As defined in the Instruments of Government a quorum for a committee of the governing body shall be "any one half (rounded up to the nearest whole number) of the membership, or three members of the committee, whichever is the greater". This excludes Associate Members.

Voting

Associate Members may not vote on any decision concerning admissions, student discipline, election or appointment of governors, or the budget and financial commitments of the Governing Body.

Meetings

- Meetings will be held once per term.
- Dates for the following academic year will be determined at the summer term meeting of the Full Governing Body.
- A reminder will be sent to Governors at least one week in advance of the meeting, by the circulation of an agenda and related papers.
- The conduct of meetings will be in accordance with the Instruments of Government.
- The Chair and Vice Chair of the committee, who shall not be employees of the school, shall be elected from amongst the voting members of the committee at an autumn term meeting.

Areas of Responsibility

The Chair and the committee have delegated authority from the governing body to consider and make decisions in the following areas:

- Draft/review all staffing procedures.
- Draft/review the Performance Management Policy (including appraisal)
- Recruitment and appointment procedures.
- Draft/review lettings policy and charges.

- Draft/review tender procedures/financial standing orders.
- The Maintenance Schedule.
- Draft/review Health & Safety Policy.
- Monitor and approve school contracts.
- General Complaints
- Uniform Policy
- Freedom of Information Act – Publication Scheme

The Chair and the committee have the authority from the governing body to consider and prepare proposals to be approved by the full governing body in the following areas:

- Draft Pay Policy.
- Draft Charging and Remissions Policy.

Any other delegated authority and/or request to work on behalf of the governing body as may be minuted at meetings of the full governing body.

Reporting

The committee shall report to the Full Governing Body each term. All minutes, with the exception of confidential matters, will be distributed to all governors within the term.

Governor Development

The committee will regularly review the competence and experience of its members at the summer term meeting and instigate any training and development which is considered beneficial, in liaison with the Development Co-ordinator.

Review

The Terms of Reference will be reviewed annually.

CO-ORDINATING AND FINANCIAL COMMITTEE

[TERMS OF REFERENCE]

Membership

- Membership will be determined annually, at the summer term meeting of the Full Governing Body.
- The committee shall consist of the Chair of Governors, the Vice-Chair of Governors, the Independent Review Officer, the Chairs of the three curriculum committees and the Headteacher.
- The committee shall appoint the Chair and Vice Chair for a term of three years.
- The work of the committee will be supported by:
 - a) The Deputy Headteachers
 - b) The Finance Manager.
 - c) The Clerk to the Governors, Mrs Sharon Glover (will give notice of meetings, act as minute secretary and advise about procedures). In cases of conflict of interest, an alternative clerk will be sought.
- The meetings of the committee are open to all governors.
- As and when desirable, the Chair may request any other person to attend meetings.

Quorum

As defined in the Instruments of Government a quorum for a committee of the governing body shall be " any one half (rounded up to the nearest whole number) of the membership, or three members of the committee, whichever is the greater". This excludes Associate Members. The quorum must include the Chair or Vice Chair of the committee and the Head Teacher, if a governor.

Voting

Associate Members may not vote on any decision concerning admissions, student discipline, election or appointment of governors, or the budget and financial commitments of the Governing Body.

Meetings

- Meetings will be held once per term.
- Dates for the following academic year will be determined at the summer term meeting of the Full Governing Body.
- A reminder will be sent to Governors at least one week in advance of the meeting, by the circulation of an agenda and related papers.
- The conduct of meetings will be in accordance with the Instruments of Government.
- The Chair and Vice Chair of the committee, who shall not be employees of the school, shall be elected from amongst the voting members of the committee at an autumn term meeting.

Areas of Responsibility

The Chair and the committee have delegated authority from the governing body to consider and make decisions in the following areas:

- Annually approve the School and Team Development Plans.
- Review reports from the Finance Manager on income, expenditure and commitments outstanding for all the school's activities during the financial year and to agree any

expenditure or virement beyond the powers delegated to the Head Teacher, as determined by the Financial Procedures.

- To undertake short and long term financial planning, liaising and communicating with other governors' committees as necessary.
- To review any material contracts for services drawn up by the school prior to their agreement by the Governing Body, noting any possible conflict of interest. To seek external professional advice regarding these as deemed necessary.
- To support and advise the Head Teacher, Finance Manager and Governing Body on all financial matters relating to the school.
- To gain maximum benefit from the LA's scheme of financial delegation.
- To monitor and review the performance of the school in relation to financial management standards and to ensure that the school is in compliance, including the drawing up of WBC Internal Audit report action plans, overseeing the preparation for FMSis assessments and leading in dealing with any outcomes of such audits and assessments, ensuring that recommendations are acted upon.
- To monitor and ensure the school's compliance in relation to relevant policies, rules and procedures as published from time to time by the LA.
- To receive and review an inventory report on an annual basis, to be signed off once approved by the Chair of the Committee.
- To monitor and review the management of private school funds. To appoint a suitably competent and independent auditor and receive the audited accounts of the School Fund.
- To monitor and approve the Financial Procedures and performance of the school.
- Draft/review Instruments of Government.
- Formation of a Pay committee of at least three members.
- Participate in appeal hearings.

The Chair and the Committee have the authority from the governing body to consider and prepare proposals to be approved by the full governing body in the following areas:

- Annual budget, taking into consideration the aims and objectives of the school and its School Development Plan.
- To evaluate the school's practice and procedures through a recognised risk assessment process and to prepare an annual Statement of Internal Control (SIC) for approval before publication.
- To monitor and review the processes by which the school achieves best value in its use of funding, including overseeing the decisions whether to 'buy-back' into LA service provisions or to choose alternative providers and regularly benchmark the school's income and expenditure, establishing action plans based on the results to improve the school's effectiveness in fund usage. To prepare an annual Best Value statement for approval before publication.
- Policy reviews:
 - Appeal Procedures
 - Borrowing
 - Governor visits to school guidance
 - Investment
 - Leasing
 - Lettings
 - Non-Compliance
 - Pay

Any other delegated authority and/or request to work on behalf of the Governing Body as may be minuted at meetings of the Full Governing Body.

Reporting

The committee shall report to the Full Governing Body each term. Minutes, with the exception of confidential matters, will be distributed to all governors within the term.

Governor Development

The committee will regularly review the competence and experience of its members at the summer term meeting and instigate any training and development which is considered beneficial, in liaison with the Development Governor.

Review

The Terms of Reference will be reviewed annually.

THE FULL GOVERNING BODY

The Instrument of Government requires that the full governing body must approve the following:

- Budget.
- Appointment of a Headteacher and Deputy Headteacher.
- Curriculum Statement.
- Sex Education
- Policy.
- Religious Education and Worship Policy.
- Charging and Remission Policy.
- Discipline Policy.
- Pay Policy.
- Admissions Policy.

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Signed by Chairman

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Date