



## **The Barham and Preston Park Federation Terms of Reference**

**Approved September 2025**

The federation governing body determines the constitution, membership, and terms of reference of any committee and must review these annually. This federation governing body has the following committees.

1. Curriculum – Barham Committee
2. Curriculum – Preston Park Committee
3. Finance Committee
4. Pay Committee

### **Curriculum – Barham Committee**

### **Curriculum – Preston Park Committee**

These committees will oversee the quality of teaching, ensuring each school provides a high quality learning experience and delivers a broad and balanced curriculum in keeping with the federation's aims, all pupil needs and legal requirements.

#### **Intent and Implementation**

- Be assured that the school offers a broad and balanced curriculum.
- Be assured that the school's curriculum intent and implementation are embedded securely and consistently across the school.
- Be assured that the curriculum intent is clear and that leaders and teachers have a firm and common understanding of this and what it means for their practice.
- Be confident that, across the school, series of lessons contribute well to delivering the curriculum intent.
- Be assured that the work given to pupils, over time and across the school, consistently matches the aims of the curriculum.
- Be assured that the curriculum is coherently planned and sequenced towards cumulatively sufficient knowledge and skills for future learning and employment.
- Be assured that the work given to pupils, over time and across the school, is coherently planned and sequenced towards cumulatively sufficient knowledge and skills for future learning and employment.
- Be assured pupils' work across the curriculum is consistently of a high quality.
- Be assured teachers present subject matter clearly, promoting appropriate discussion about the subject matter being taught.

- Be assured teachers and leaders use assessment well, for example to help pupils embed and use knowledge fluently, or to check understanding and inform teaching.
- Evaluate how well leaders are improving the quality of teaching and learning and dealing with any underperformance.
- Evaluate the impact of leaders on improving the quality of teaching and learning.

### **Impact**

- To set ambitious targets and monitor pupil progress against these, and to ensure programmes to targets are monitored.
- To analyse the performance of the schools against national and local indicators.
- To analyse the performance of student groups against national and local indicators.
- To ensure pupils consistently achieve highly - particularly the most disadvantaged and pupils with SEND.
- To identify subjects where the curriculum is strong and monitor subjects where developments are needed.
- To ensure that the school has an excellent enrichment curriculum which meets individual needs.
- To monitor the arrangements for assessment and examination.

### **Other specific responsibilities:**

In addition, the role of the Committee is to receive reports, monitor and provide challenge:

- To ensure the School's curriculum and related policies comply with national statutory requirements and are in line with the new Ofsted framework.
- To ensure that the new Ofsted framework is being implemented.
- To monitor the impact of Pupil Premium on the achievement and attainment of students and ensure that funding is spent appropriately paying particular attention to disadvantaged and SEND pupils.
- To review, annually, the provision for disadvantaged and SEND children.
- To ensure that parents and other stakeholders are kept informed of curriculum developments and changes.
- To contribute towards, and monitor, the School Improvement Plan, the SEF and Post-Ofsted Action Plan in respect of issues related to teaching, learning and standards issues.
- To review and approve policies allocated by the federation.

## **Finance Committee of the Federation**

This committee will have oversight of all matters relating to finances: including finance, property and staffing.

## **Finance Committee**

## **Financial Matters**

- Overseeing the financial performance of the federation, making sure money is well spent.
- To ensure that the schools operate within the financial regulations of the Local Authority (LA) and comply with any DfE and Schools Financial Value Standard (SFVS) requirements.
- To review and consider the draft annual and three year budget and report recommendations to the Governing Board.
- To prepare annually the draft submission to the LA in response the Schools Financial Value Standard, for subsequent approval by the Governing Board.
- Review and approve contracts, authorisation of spending and viring funds in accordance with the Financial Procedures adopted.
- To monitor the performance of the federations financial management and consider benchmarking to ensure good value.
- To ensure the audit of all funds for presentation to the governing board.
- To receive and where appropriate respond to periodic audit reports.
- To review and approve policies allocated by the federation.

## **Premises, health and safety**

- Review short, medium and long term plans relating to the repair, maintenance and development of premises and infrastructure
- To approve the costs and arrangements for maintenance, repairs and redecoration within the budget allocation.
- To ensure that the federation complies with health and safety requirements by receiving regular reports regarding checks, testing and risk assessments have been carried out.
- Monitor and evaluate health and safety and emergency procedures.
- To consider proposals for plans to develop or maintain the premises to ensure the buildings are a safe and enriching learning environment.
- To review and approve policies allocated by the federation.

## **Staffing Matters**

- Monitor and evaluate staffing policies and procedures to ensure compliance with employment law and Brent HR policies.
- To monitor the effective of leaders in applying HR policies to support and hold the workforce to account (absence management, capability, disciplinary etc)
- To review and monitor the staffing structures across the federation and ensure its effectiveness.
- To ensure performance management arrangements are in place for the Executive Headteacher, Heads of school and all staff (via the Pay Committee).
- Monitor staff training and ensure that CPD arrangements are effective.
- Ensure that the school complies with the General Equality Duty in relation to staff.
- To receive and consider staff views through survey responses.
- To review and approve policies allocated by the federation.

## **Pay Committee**

## **Pay Committee Terms of Reference inc. Executive Headteacher and Heads of School Performance Review**

### **Membership**

- The federation will appoint members to this Committee at the first meeting of the year. The Committee Members must not include any staff Governors.

### **Quorum**

- The quorum shall be not less than 3 Governors on the Committee, plus the Executive Headteacher.
- The Headteacher will withdraw as a member in relation to decisions regarding their own pay.

### **Meetings**

- The Committee shall meet at least once a year (in Autumn term) following receipt of pay recommendations from the Headteacher for all staff.
- The Committee shall meet at least once a year (in Autumn term) to hold the Executive Headteacher and Heads of School Performance Review.

### **Terms of Reference**

- The Pay Committee will meet once in Autumn Term and have delegated powers from the Federation Board to:
  - To consider and approve the Executive Headteacher's Recommendations for all staff, ensuring the performance management and pay policy has been consistently and robustly applied.
  - Keep the school's pay policy up-to-date and under review – NB: Pay is not linked to performance except for the thresholds.
  - Ensure that pay decisions of each member of staff in the school are communicated to them in writing.
  - Approve the pay recommendations for the Leadership Team
  - Comply with all statutory and contractual obligations.
  - The Federation retains responsibility for endorsing any proposed changes to the school's pay policy.
  - Report to the federation board all decisions taken within the powers delegated to the Committee.
  - These Terms of Reference shall be reviewed annually at the first federation meeting of the academic year.

### **Actions for the Pay Committee**

1. **Actions for Autumn Term 1:**
  1. Governors to confirm who will participate in the Pay Committee.
2. Governors will confirm who will participate in the Executive Headteacher's and Heads of School Performance Review. (If not all of the Pay Committee members can meet, other Governors can join the Performance Review Panel to ensure the meeting is quorate).
3. Appoint an external adviser to assist with the Executive Headteacher's and Heads of School appraisal process.
4. Confirm the date of the Performance Review Meetings.

**Actions NOT LATER THAN Autumn Term 2:**

1. Governors to meet to hold the Pay Committee for Staff
2. Governors to meet to hold the Executive Headteacher's and Heads of School Performance Review.
3. Outcomes to be reported at the final FGB for Autumn Term 2.