



## **Barham Primary School**

### **Committees: Membership and Terms of Reference**

#### **1.Membership**

1.1 Each committee shall consist of no fewer than five governors including the headteacher.

1.2 Each committee shall have such co-opted non-voting members, as the governing body shall appoint.

#### **2.Quorum**

The quorum for each committee shall be three governors. No committee shall meet without the headteacher (or her/his nominated substitute) being present.

#### **3.Meetings**

Each committee shall meet at least once a term and otherwise as required, with the exception of the Behaviour, Pay Appeals and First and Second Committees that will meet as and when required.

#### **4.Powers and responsibilities**

All committees have powers to act on behalf of the governing body's behalf which are described in the terms of reference.

#### **5.Minutes**

The minutes of the meetings of all committee will be open to public scrutiny except in the following circumstances.

- Minutes, which the governing body decides should be declared confidential, shall be treated as such. [A recommendation of a committee to declare minutes confidential will stand until decided otherwise by the governing body.]
- All minutes of meetings of the following:
  - i. meetings of the Finance and Buildings Committee where the prices quoted for work contracts are discussed;
  - ii. meetings of the Pay Review Committee where the salaries of individual staff members are being considered;
  - iii. meetings of the First and Second Committees, which have responsibility for handling staff disciplinary issues.

## **6. Finance and Premises Committee**

### **Members**

Ms Karen Giles, Mr Binod Singh (Chairman), Mr Paul Lorber, Mr Naveed Saeed, Mrs Daksha Thanki, Ms Elaine Webb and Mr Samir Pipalia.

### **Terms of Reference**

#### **6.1 Policy Formulation**

6.1.1 To prepare and review financial policy statements, including consideration of long-term planning and resourcing.

6.1.2 To prepare a lettings policy for approval of the governing body.

6.1.3 To ensure that the school complies with health and safety regulations.

6.1.4 To ensure that governors' responsibilities are discharged regarding litter under section 87 of the Environmental Protection Act 1990.

6.1.5 To determine that the level of delegation to the headteacher for day-to-day financial management would be up to £20,000 on any one item, provided it was within the budget.

#### **6.2 School Budget**

6.2.1 To consider each year's priorities in the school development plan and approve an annual budget on behalf of the governing body.

6.2.2 To monitor the income and expenditure of all public funds, i.e. budget share and any other funds devolved by the LA, such as the Pupil Premium, Devolved Formula Capital and report the financial situation to the governing body each term, taking account of current guidance about monitoring school finances from the Audit Commission and Ofsted.

6.2.3 To vire funds, if necessary, and authorise spending on specific projects within any limits set by the governing body.

#### **6.3 Audit**

6.3.1 To receive and, where appropriate, respond to periodic audit reports of public funds.

#### **6.4 School Maintenance**

6.4.1 To inspect the premises and grounds annually and prepare a statement of priorities for maintenance and development for approval of the governing body.

6.4.2 To approve the costs and arrangements for maintenance, repairs and redecoration within the budget allocation.

6.4.3 To oversee the preparation and implementation of maintenance and cleaning contracts.

6.4.4 To liaise with the LA on priorities for capital expenditure and to progress bids for specific projects as necessary.

## **6.5 Support to Headteacher**

6.5.1 To provide support and guidance for the headteacher on all matters relating to the school premises and grounds, security and health and safety.

6.5.2 To provide guidance and assistance to the headteacher and the governing body in all matters relating to budgeting and finance.

6.5.3 To oversee the preparation and implementation of service contracts.

### **At each meeting, the Committee will**

- (a) review progress on finances and
- (b) review any relevant ongoing matters relating to the care of the premises.

### **The Committee will deal with these specific matters in the terms prescribed.**

- (a) Autumn Term -Review the rolling programme of planned maintenance.
- (b) Spring Term-Review priorities and prepare draft budget for the following year's budget.
- (c) Summer Term -Review health and safety matters.

## **7. School, Community and Human Resources Committee**

### **Members**

Mrs Daksha Thanki , Ms Karen Giles, Mrs Anjni Dangi, Mr Vijesh Patel (Chair), Mr Matthew Parker, Ms Shanta Ranavaya and Ms Ruthie Jacobs.

### **7.1 Terms of Reference Policy Formulation**

7.1.1 To review the policy for collective worship and for religious education, and make recommendations to the governing body.

7.1.2 To review the policy and provision for sex education and make recommendations to the governing body.

7.1.3 To review the behaviour policy every three years.

7.1.4 To prepare a charging policy for the approval of the governing body.

7.1.5 To keep under review a policy statement on staff consultation for approval by the governing body and to undertake any formal consultations on personnel matters.

7.1.6. To review and recommend for adoption the procedures for dealing with discipline and grievance and ensure that the staff members are informed of them.

To recommend to the governing body guidelines for governor involvement in staff appointments according to the grade of the job involved and to make sure such arrangements are implemented.

7.1.8 Develop closer links with parents to make them partners in their children's education.

**At each meeting the Committee will**

- (a) review policies as deemed necessary and
- (b) keep under review expenditure of staffing, especially supply teachers;
- (c) ensure that there are sufficient and suitable staff for the school and
- (d) policies (e.g. grievance, disciplinary, redundancy) in the light of change in legislation.

**The Committee will deal with these specific matters in the terms prescribed.**

- (a) Autumn Term -Analyse the Statutory Assessment Test/Tasks results.
- (b) Spring Term-Receive reports on the progress of pupils, especially in years 2 and 6 as they will be sitting tests in the Summer Term, Secure arrangements to ensure that the school receives a maximum allocation from the SEN audit.  
Review the Pay Policy.
- (c) Summer Term -Review arrangements for SEN pupils  
Review the salaries of staff (especially teachers).  
Review the targets of the Headteacher and Deputy Headteacher and set new ones for the next year.  
Review arrangements for the appraisal scheme in the school.

**7.2 Information**

7.2.1 To provide information to the governing body and to parents, with the assistance of staff, about how the curriculum is taught, evaluated and resourced.

7.2.2 To review the information about school performance required under the Parents' Charter and prepare the School Profile.

**7.3 Other**

7.3.1. To draft and review, in consultation with staff, criteria for redundancy for approval by the governing body.

7.3.2 To advise the governing body on the school's curriculum statement, the LEA's curriculum statement and its statutory obligations regarding the National Curriculum.

7.3.3 To ensure that the requirements of children with special educational needs are met.

7.3.4 To contribute to and review the school development plan.

7.3.5 To work towards raising the achievement and standards of all pupils at the school through setting of targets and regular reviews of them.

7.3.6 To address, in consultation with staff and other committees, the areas of development arising from Ofsted inspections.

7.3.7 To review the staffing structure in relation to the school development plan.

7.3.8 To ensure periodic reviews of job descriptions.

## **8. Pay Review Committee Members**

Ms Karen Giles, Mr Paul Lorber, Mr Binod Singh and Ms Anjni Dangi

### **Terms of Reference**

#### **Policy Formulation**

##### **8.1**

8.1.1 To review the whole school Pay Policy and report to the governing body about any amendments that are recommended.

8.1.2 To keep abreast of relevant developments and to advise the governing body when the school's pay policy needs to be revised.

##### **8.2 Other**

8.2.1 To ensure that the whole school pay policy is operated in a fair and equal manner.

8.2.2 To ensure that the criteria set by the whole school pay policy is applied in determining the pay of each member of staff at the annual review.

8.2.3 To observe all statutory and contractual obligations;

8.2.4 To minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full governing body.

8.2.5 To recommend to the governing body the annual budget needed for pay, ensuring that appropriate funding is allocated for pay progression at all levels.

8.2.6 To keep abreast of relevant developments and to advise the governing body when the school's pay policy needs to be revised.

8.2.7 To work with the head teacher in ensuring that the governing body complies with the Appraisal Regulations 2012 (teachers).

## **9.0 Pay Appeals, Pupil Discipline and First and Second Committees**

### **Members**

All disinterested [i.e. unprejudiced] governors were to be eligible to serve on each of these Committees, three members to be chosen for each meeting by the Clerk, as and when the need arose. Where governors were unavailable, the Chair was to request the Clerk for find governors from another school

### **Terms of Reference**

9.1 To hear any appeals by individual members of staff who are not satisfied with the decision of the Pay Review Committee regarding their own salaries.

9.2 To deal with staff disciplinary and redundancy matters and appeals arising from them.

9.3 To consider all cases of fixed term exclusions exceeding five days in any one term for pupils and permanent exclusions within the timescale prescribed by the regulations and any representations made by parents of the pupils excluded.

9.4 To decide, when consider the actions of the headteacher whether to reinstate an excluded pupil or confirm the exclusion.

9.5 In the event of any successful direction to reinstate a pupil after the exhaustion of all procedures, determine the timing and method of reinstatement of a child taking account of advice from the headteacher and any other professional advisers consulted by the Committee.

9.6 To deal with parental complaints.