

. . . Church of England Primary School

Curriculum

Membership:

Quorum:

Terms of Reference:

The committee shall advise the governing body in relation to its statutory obligations for the curriculum.

1. Work with appropriate members of staff to draft for approval by the governing body and then review on a regular basis:
 - ✓ school development plan – discuss provisional priorities for the next financial year
 - ✓ School Improvement Programme – finalise curriculum section
 - ✓ school's curricular aims in line with the mission statement
 - ✓ all policies relating to the formal curriculum (including assessment) and pastoral care.Specifically, the committee should draw up each year a programme of work to ensure that all required policies are written / reviewed by [a particular date].
2. Draft for approval by the governing body and then review on a regular basis:
 - ✓ policy for Collective Worship
 - ✓ Religious Education policy.
3. Draft, for approval by the governing body, the prospectus.
4. Monitor the requirements of children with special educational needs, ensuring that their needs are met, and that a school policy is in place in accordance with the SEN Code of Practice.
5. With the headteacher, review pupils' progress in meeting the Early Learning Goals.
6. With the headteacher, set the statutory targets for end of Key Stage 2 attainment, and review progress termly.
7. With the headteacher review regularly the results of all assessments.
8. Review annually with each subject leader the strengths and weaknesses of the subject and plans for development.
9. Identify training needs of staff arising from curriculum development and report these to the personnel committee.
10. With the assistance of the staff, provide information to the Governing Body about how the curriculum is taught, evaluated and resourced.
11. Ensure, on behalf of the governing body, that any statutory returns about the school's curriculum are completed.

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Buildings and Grounds

Membership: (include the Governing Body's Treasurer if he/she is not a governor.)

Quorum:

Terms of Reference:

All matters to do with major or minor works or improvements, the maintenance of the building and grounds, health and safety, the appearance of the school, use of buildings and grounds.

Delegated Powers:

1. Try to ensure that the buildings enable the school to deliver its curriculum.
2. In consultation with the architect, approve all matters to do with any new building or improvement which has been agreed by the governing body. Ensure payments on the schedule prepared by the architect.
3. In consultation with the architect, ensure that there is a scheme for regular maintenance of the outside of the building. Once it has been approved by the governing body, ensure that it is implemented.
4. In consultation with the architect [or Property Services], draft a maintenance plan for the interior of the building; provide costings for the finance committee. Once it has been approved by the governing body, ensure that it is implemented.
5. Within agreed financial limits, oversee preparation and implementation of contracts for inside and outside work.
6. Carry out all matters to do with DfEE grant aid, the Barchester Scheme and the governing body's own funds, in particular ensuring that all accounts are audited.
7. Ensure that school complies with health and safety regulations and the LEA's Electrical Safety Policy. Draw up a draft policy for approval by the governing body; ensure that the necessary school management organisation is in place to implement the policy; monitor the effectiveness of the arrangements, reporting to the governing body annually.
8. Respond promptly to any requirement for emergency work, including notifying the LEA where it has the responsibility for repair.
9. Ensure that all works carried out conform with Planning and Building Regulations and Fire Regulations, particularly the means of escape and fire prevention.
10. Operate all plant and equipment for, or connected to, the supplies of energy and water in accordance with the LEA's or manufacturer's appropriate standards and, where the plant and equipment is the responsibility of the governing body, ensure that it is adequately serviced and maintained in proper working condition.
11. Recommend to the governing body whether to buy in to services offered by Property Services and various firms.
12. Ensure that contractors are insured, ie (a) Public Liability Policy and (b) Employers' Liability Policy.
13. Make good any damage which affects the LEA's maintenance obligation as a consequence of a governing body's failure to carry out its responsibilities.
14. Carry out similar responsibilities in respect of the school grounds.

List powers delegated to headteacher re repairs, etc. - cross reference to financial regulations.

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Health and Safety

Membership:

Quorum:

Terms of Reference:

1. Ensure that the governing body and school health and safety policies and safety procedures are implemented throughout the school and monitored.
2. Review safety measures and to advise the headteacher and governing body of any necessary changes to those measures; ensure that risk assessments are undertaken and appropriate responses made.
3. Ensure that there are arrangements for dissemination of information on health and safety matters to all staff and pupils.
4. Receive reports of accidents and dangerous occurrences and to draw the attention of the headteacher and governors to any necessary preventative / remedial action.
5. Receive reports from the LEA, safety representatives and external health and safety agencies.
6. Ensure that arrangements are in place to protect the health, safety and welfare of staff, pupils, and visitors to the school, and to review these as necessary.
7. Receive auditing and monitoring reports and advise the governors and headteacher of any necessary preventative and/or remedial action arising from those reports.
8. Assist in the regular reviews of the school safety policy.

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Staffing

Membership:

LEA recommends Chairman, headteacher and two governors

Quorum:

Terms of reference:

All matters to do with the appointment of all staff, and the governing body's responsibilities as employer, ensuring that the needs of the school to recruit, retain, develop and motivate staff are met.*

Delegated powers:

1. Draw up a whole school staff pay policy for approval by the governing body.
2. Implement the pay policy, including pay for individual staff and annual reviews. *
3. Draw up a staffing structure (teaching and non-teaching staff, posts of responsibility, grades, etc) and review it annually, discussing provisional priorities for the next financial year.
4. Draw up for approval by the governing body all personnel policy documents required:
 - ✓ equal opportunities
 - ✓ performance management
 - ✓ conditions of service
 - ✓ directed time
 - ✓ health and safety of employees
 - ✓ leave of absence
 - ✓ absence
 - ✓ supply cover
 - ✓ professional development
 - ✓ INSET
 - ✓ induction.Other policies (eg procedure for reviewing job descriptions) will be drawn up by the headteacher for approval by the committee.
5. Carry out all procedures for the appointment of new teaching staff (except headteacher or deputy headteacher**), site supervisor, school clerk, as agreed by the governing body.
6. Delegate to the headteacher and one committee member the appointment of all other non-teaching staff.
7. Delegate to the headteacher all provision of supply cover of under one term's duration.
8. Consult as required (eg over pay policy) with recognised trade unions.
9. Ensure that proper contracts of employment have been issued to all staff and that appropriate job descriptions are in place.
10. Monitor staff absence.
11. Review the unit total of the school and the effect, if any, on the Individual School Range.

* The Committee of Appointed Governors and the Review Officer will manage all aspects of the Headteacher's Performance Review.

** This means that the full governing body must decide arrangements whenever a vacancy arises for headteacher or deputy headteacher. It may decide to delegate the matter to the staffing committee or to an ad hoc panel.

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Finance

Membership:

Quorum:

Terms of Reference:

The main responsibility of the committee is, in consultation with the headteacher, to ensure the proper allocation and management of funds delegated to the school. It shall meet at least once a term.

Its functions are:

1. Regularly to review and monitor spending on priorities in the school development plan and, where necessary, make recommendations to the governing body.
2. To provide guidance and assistance to the governing body and headteacher on all financial matters concerning the school including the use of Financial Services offered to the school by the LEA or other agencies.
3. To prepare, before 31 March each year, a provisional school budget for the approval of the governing body.
4. When notification is received of the annual allocation of delegated funds, to agree a final budget for submission to the LEA.
5. To monitor income and expenditure of all delegated funds (including monies delegated for specific purposes, eg INSET), and make termly reports to the governing body.

Delegated Powers:

1. Ensure that the Financial Regulations for the school approved by the governing body are implemented.
2. Prepare for, and present to, the governing body, and submit to the LEA by the required date, the final budget for each financial year.
3. Exercise virement between budget headings for amounts more than those permitted to the headteacher by the school's financial regulations. Such amounts shall not exceed 25% or £3000, whichever is the less, of the budget heading concerned without the prior approval of the governing body.
4. With the headteacher, plan expenditure of all other funds allocated to the school and monitor the spending termly.
5. Prepare a lettings (including charges) policy for the approval of the governing body and then to implement it, ensuring that the appropriate repayments from lettings are credited to the school budget.
6. Prevent spending exceeding the grand total of the annual budget and report to the governing body if there is a possibility of an overspend.
7. Receive and, where appropriate, respond to periodic audits of delegated funds.
8. Ensure the annual audit of any other funds (eg the unofficial "school Fund") operated by the school.
9. Respond to consultations by the LEA on the operation of, and modifications to, the LMS Scheme.
10. Where necessary to call a special meeting of the governing body.