

**Holy Cross Catholic Primary
School Terms of Reference**

Terms of Reference

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COMMON TERMS OF REFERENCE FOR ALL STANDING COMMITTEES:

Clerking

The Governing Body must appoint a Clerk to the committee. The Clerk must not be the Headteacher.

Meetings

- Committee meetings will be held on an as required basis but at least once a term.
- A clerk will make a record of all proceedings at each meeting. Minutes will be circulated to members within agreed timescales.
- The committee will liaise with such other committees and invite members of the other committees to attend its meeting as should be deemed appropriate.
- Any matters which may be in conflict with the work of another committee must be referred to the Governing Body.

Quorum

The quorum will be three members, *one of whom must be the Headteacher*.

Policies and Procedures

- The Committee will be responsible for the provision and review of policies allocated to it by the Governing Body as set out in the policy rolling programme.
- The Committee may also delegate non-statutory policies to the Headteacher to review and update. The Headteacher will report dates of any completed reviews to the Committee and draw attention to significant changes.
- All policies (other than HR), as appropriate, will be published on the school website when approved by the Committee or Headteacher:

Holy Cross Catholic Primary School Terms of Reference for Resources Committee

It is the responsibility of the Resources Committee to establish and maintain an agenda management plan that will ensure efficient management and discharge of committee business.

Resources Committee

The Governing Body shall appoint a Resources Committee under the following terms of reference:

The committee will be at least four governors or such other number as the governing body may decide. The Head of School will be an automatic member. The committee will be able to co-opt such non-voting members as it considers necessary. Associate Members will have voting rights.

The quorum shall be three of which the Head (or appointed deputy) must be one.

Meetings will be held at least once a term. Notice of one week must be given when convening a meeting.

The committee will consider and decide issues relating to finance, personnel, premises and health & safety. Decisions and discussions will be communicated to the Governing Body through the minutes.

Committee members should try to ensure that they can take advantage of the training offered. The committee will monitor the overall competence of the group in terms of resource management and ensure that adequate training is attended.

Guiding principles;

All decisions should enable the school to:

- Progress towards the educational aims of the school and objectives as set out in the School Improvement Plan.
- Ensure that Best Value for all expenditure is achieved.
- Promote equal opportunities and avoid discrimination on the grounds of race, gender, sexual orientation, disability, religion or age.
- Reduce risk to the school, in regard to finance, performance or reputation.
- Follow best practice in regard to the safe recruitment of staff.
- Promote health, safety and wellbeing of pupils, staff & visitors

Finance

- Consider advice from the Head on general financial matters relating to the school.
 - Consider long-term strategic plans for finance and resources in the light of the School Development Plan.
 - Evaluate the effectiveness of the allocation of resources in regard to school objectives and benchmarking data.
 - Receive reports each term and monitor revenue and capital expenditure.
 - Consider, in the spring term, the provisional budget for the forthcoming year. To agree the budget by the end of April and recommend to the Governing Body for ratification in the Summer Term. Review the outturn of the previous year and consider issues for planning the forthcoming year.
 - Monitor and plan for the expenditure of Devolved Capital Funds and any other specific grants.
 - Award contracts that exceed the financial limits as set out in the Policy for Finance and LA Financial Regulations.
 - Approve any virement of funds and expenditure that is beyond the limit delegated to the Head.
 - Receive and consider the Financial Audit Report and any action plan that may be required.
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- Annually review the finance related policies/documents in accordance with the agenda plan and LA/Statutory requirements (e.g.): Policy for Finance Scheme for Delegation Charging Policy Best Value Statement Statement of Internal Control End of Year Statement Allocation of underspend
 - « Work together with the Head and staff to achieve and maintain the required audit standards.
 - Receive reports, monitor and appoint an auditor for School Fund.
 - Monitor and review insurance in place to minimise risk to budget and assets.

- Monitor use of Pupil Premium and Sports Premium funding.
- Review the SFVS Audit annually and ensure action plan is implemented.

Personnel

- Consider advice from the Head on all matters relating to staffing.
- Assist with the appointment of senior staff.
- Monitor all appointments and resignations.
- Monitor reports on exit interviews where appropriate.
- Regularly review the staffing structure in consultation with the Head.
- Monitor staff wellbeing and staff sickness.
- Receive reports and monitor the:
 - Implementation of the Performance Management Policy
 - Provision of In-Service training for staff and the capacity to promote staff development
 - Arrangements for Initial Teacher Training within the school
- Review the personnel related policies in accordance with the agenda plan and LA/Statutory requirements (e.g.):
 - Performance Management
 - Pay (Must be ratified by the FGB)
- Consider changes to other personnel policies and procedures as may be recommended by the LA. Changes must be ratified by the FGB in accordance with the agreed Delegation Planner

Premises, Health & Safety

- Consider items for the 5 year programme of maintenance and development of the site.
- Receive reports of Health & Safety inspections.
- Consider Health & Safety Audits and any action plan that may be required.
- Review key policies and documents in accordance with the agenda plan and LA/Statutory requirements (e.g.)
 - Accessibility Plan H&S
 - Policy
- Review asset management and inventory systems

Other-GDPR

This Committee will monitor GDPR compliance. It will receive report from the DPO and approve any data protection relation policies.

Pay Committee

The terms of reference will be taken from the agreed Pay Policy.

Holy Cross Catholic Primary School
Terms of Reference for Pupils & Standards
Committee

It is the responsibility of the P&S Committee to establish and maintain an agenda management plan that will ensure efficient management and discharge of committee business.

Pupils & Standards Committee

The Governing Body shall appoint a P&S Committee under the following terms of reference:

The Committee will be at least four governors or such other number as the governing body may decide. The Head Teacher will be an automatic member. The committee will be able to co-opt such non-voting members as it considers necessary. Associate Members will have voting rights.

The quorum shall be three of which the Head Teacher (or appointed deputy) must be one.

Meetings will be held at least once a term. Notice of one week must be given when convening a meeting.

The committee will consider issues relating to the curriculum & ethos of the school, standards of attainment, evaluation of performance and school improvement. It will also consider matters concerning pupils' academic, social, moral and spiritual development and welfare. Decisions and discussions will be communicated to the Governing Body through the minutes.

Committee members should try to ensure that they can take advantage of the training offered. The committee will monitor the overall competence of the group and ensure that adequate training is attended.

Guiding principles;

All decisions should enable the school to:

- Maintain and raise standards of achievement for every child.
- Progress towards educational aims and objectives.
- Promote community cohesion, equal opportunities and avoid discrimination on the grounds of race, sex, religion, gender, sexual orientation, disability or age.
- Enhance the performance & reputation of the school.
- Enhance the achievement of vulnerable groups
- Promote health, safety and wellbeing of pupils

The committee will:

- Work with the Head Teacher to ensure that the school fulfils the school aims and meets all statutory obligations with regard to the curriculum (including Religion Education and Collective Worship)
- Receive the key data reports (external and internal) and rigorously monitor standards
- Review the School Self Evaluation Form
- Assist the school to evaluate performance and set priorities for improvement to be included in the School Development Plan
- Monitor the implementation of the School Development Plan
- Review assessment systems
- Agree any statutory targets as may be required
- Receive reports from curriculum subject leaders on the standards of achievement and progress towards raising attainment across the school, including the provision for the individual needs of pupils (incl. SEND, EAL, PP, LAC, higher attaining etc).
- Receive an annual report on the impact of Pupil Premium and Sports Premium Funding
- Review extra-curricular provision for pupils and the support/partnerships on offer to parents & the community.

To review attendance levels (particularly pupils where attendance has fallen below 90%) and monitor the effectiveness of attendance improvement strategies.

Review pastoral support and PSHCE Education

Receive reports on how the school safeguards pupils through the Curriculum (incl.

preventing extremism and radicalisation and e-safety) in line with statutory requirements

Review the content of the school website so that it complies with statutory requirements

Manage a programme of policy review as follows;

- Sex Education
- EYFS
- Attendance
- Home-School Agreement
- Website Content

STAFF DISCIPLINE & DISMISSAL COMMITTEE

Membership

Not less than three non-staff Governors. Not to include the Headteacher.

Quorum

The quorum of the Committee will be 3 non-staff members.

Frequency of Meetings

The Committee will meet as required.

Clerking Arrangements:

Clerk to the Governors

Functions

Considers any recommendation for the Discipline or termination of employment of any member of staff of the school.

Terms of Reference and Delegated Powers

1. To act in accordance with the School Government Regulations, the Terms of Reference Regulations and other legislation affecting the conduct and responsibilities of School Governing Bodies.
2. To appoint a Chair at the meeting unless one has already been appointed by the governing body.
3. To consider the Discipline or termination of employment of any member of staff of the school.
4. To advise the Governing Body of decisions taken by providing at Governing Body meetings, for information, a statement of any decisions taken.

STAFF APPEALS COMMITTEE

Membership

Not less than three non-staff Governors. Not to include the Headteacher.

(Not to include any Governors involved in the first Committee)

Quorum

The quorum of the Committee will be 3 members.

Frequency of Meetings

The Committee will meet as and when required.

Clerking Arrangements:

Clerk to the Governors

Functions

Considers any appeals against decisions by the Staff Discipline & Dismissal Committee or Headteacher acting under delegated powers.

Terms of Reference and Delegated Powers

1. To act in accordance with the School Government Regulations, the Terms of Reference Regulations and other legislation affecting the conduct and responsibilities of School Governing Bodies.
2. To appoint a Chair at the meeting unless one has already been appointed by the governing body.
3. To consider appeals against decisions of the Staff Staff Discipline & Dismissal Committee.
4. To advise the Governing Body of decisions taken by providing at Governing Body meetings, for information, a statement of any decisions taken.

PAY COMMITTEE

Delegation of Function

The Governing Body shall establish a Pay Committee to set the Pay Policy for the school and to implement the approved Pay Policy in respect of the pay for all staff

Clerking

The meeting of the Staff Pay Committee should not be clerked by a Governor, or a member of the Committee or the Headteacher.

Membership

The Staff Pay Committee shall consist of at least three named members of the Governing Body, none of whom shall be employees or Associate Members.

The headteacher may attend all proceedings of the Pay Committee for the purposes of providing information and advice, but must withdraw when their own salary is being discussed.

Quorum

Three Governors

Terms of Reference

- To determine the Pay Policy for the school;
- To advise the Governing Body/Finance Committee on current and future pay level;

- To ratify appropriate salary ranges and starting salaries for Lead Practitioners, and member of the leadership group;
- To ratify annual pay progress for teachers (by 31 October at the latest) as set out in the Pay Policy, taking account of any recommendations made on the Performance Management review statement, in accordance with the approved pay policy.
- To approve applications to be paid on the Upper Pay Range
- To approve annual pay progress for the headteacher (by 31 December at the latest), taking account of the recommendation made by the Headteacher's Performance Review Panel, following the annual review.
- To determine the application of national inflationary increases as required;
- To monitor and report to the full Governing Body on the annual pattern of performance pay progression at each level and the correlation between pay progression, quality of teaching and outcomes for pupils.

PAY APPEALS COMMITTEE

Delegation of Function

The Governing Body shall establish a Pay Appeals Committee to deal with all appeals against pay decisions.

Clerking

The meeting of the Staff Pay Appeals Committee should be minuted.

Membership

The Pay Appeals Committee shall consist of at least three named members of the Governing Body, none of whom shall be employees or Associate members or members of the Pay Committee.

The headteacher may attend all proceedings of the Pay Appeals Committee for the purpose of providing information and advice (except where the appeal is in respect of his/her own salary, where s/he will attend for the purposes of making his/her case).

Quorum

Three Governors

Terms of Reference

- To determine formal appeals against pay determinations in accordance with the Appeals Procedure set out in the Pay Policy.

PUPIL DISCIPLINE COMMITTEE

Membership

Not less than three non-staff Governors. Not to include the Headteacher.

Any governor previously involved in the case being considered must not take part in the meeting.

Quorum

The quorum of the Committee will be 3 members.

Frequency of Meetings

The Committee will meet as required.

Clerking Arrangements:

Clerk to the Governors

Functions

Considers any decision of the Headteacher to permanently exclude a pupil from the school. It also considers the temporary exclusion of a pupil after a prescribed number of days (either consecutive or cumulative) in any one term, and any representations made by the parent of a pupil excluded temporarily.

Terms of Reference and Delegated Powers

1. To act in accordance with the School Government Regulations, the Terms of Reference Regulations and other legislation affecting the conduct and responsibilities of School Governing Bodies.
2. To appoint a Chair at the meeting unless one has already been appointed by the governing body.
3. To consider the exclusion, by the Headteacher, of pupils from the school.
4. To advise the Governing Body of decisions taken by providing at Governing Body meetings, for information, a statement of any decisions taken.

COMPLAINTS COMMITTEE

Membership

Not less than three non-staff Governors. Not to include the Headteacher.

(Not to include any Governors involved in the first Committee)

Quorum

The quorum of the Committee will be 3 members.

Frequency of Meetings

The Committee will meet as and when required.

Clerking Arrangements:

Clerk to the Governors

Terms of Reference and Delegated Powers

1. To act in accordance with the School Government Regulations, the Terms of Reference Regulations and other legislation affecting the conduct and responsibilities of School Governing Bodies.
2. To appoint a Chair at the meeting unless one has already been appointed by the governing body.
3. To consider complaints in accordance with the Governing Body's Complaints Procedure.
4. To advise the Governing Body of decisions taken within the powers delegated by providing at Governing Body meetings, for information, Minutes of Committee meetings, in draft form if necessary.

**N.B. 1 The membership cannot include the named governor for complaints, or any other governor with prior knowledge of the matter to be discussed.*

Admissions Committee

Delegation

The Governing Body has established an Admissions Committee:

- to discharge the functions conferred on it by relevant Education Acts and Regulations
- to determine and review the admissions policy for the school
- to rank all applications in accordance with the current determined admissions policy
- to ensure the school continues to serve the needs of the whole community and compliance with the School Admissions Code

Membership

The Admissions Committee shall consist of not less than three governors one of whom shall be the headteacher. No member of the committee can be an Associate Member of the Governing Body (maintained schools).

Quorum

The quorum of the committee shall be three governors.

Procedure

The Committee will annually review the impact of all aspects of the school's admission policy and practice.

The Committee will consider any application for admission in accordance with the school's admissions policy.

Where the Committee refuse a request from a parent for admission of their child the Committee will ensure that the parent is informed of their right of appeal against the decision and how that appeal may be made.

The Committee will have full regard to the School Admissions Code and comply with all of the mandatory provisions of the Code.