



HAYFIELD LANE PRIMARY SCHOOL



GOVERNING BODY COMMITTEE STRUCTURE AND TERMS OF REFERENCE

SEPTEMBER 2021

The following Committees will replace existing Committees:

1. Strategic Development
2. Pupils, Personnel and Finance

The SIC will now be named Strategic Development. Safeguarding, Educational visits, HR and Sites and Premises and Finance now become part of Pupils, Personnel and Finance.

ALL reconstituted Governors will be expected to attend the Committees regularly due to succession planning concerns as raised in the STEP report. Chairs, Vice Chairs and minute takers are to be arranged.

Meetings will be held termly however there will be half termly drop ins by Governors to oversee progress towards targets.

The quorum for each Committee will be 3.

The following information provides new Terms of Reference for the Committees:

Strategic Development Committee

- Establish the aims and values for the school.
- Lead strategic planning of all areas of the school's work.
- Consult with and receive reports from all Committees.
- Undertake the skills audit of Governors, their experience and expertise.
- Receive reports from Governors with subject leader responsibility.
- Work with staff to set priorities for the School Improvement Plan (SIP), approve those priorities and ensure that they are effectively completed
- Approve and monitor the SEF (Schools Self Evaluation).
- Regularly review assessment and data policies.
- Monitor school's progress towards Ofsted/LA targets
- Be informed of and challenge pupil progress (including vulnerable groups of pupils).
- Meet with the SLT to be kept up to date on all standards and assessment matters.
- Be fully aware of school data and provide challenge.
- Agree statutory and other school targets set by the school (using FFT ASPIRE information).
- Understand the school's performance data and its implications.
- Receive reports on pupil progress.
- Advise the Finance Committee regarding resources and professional development implications arising from priorities of SIP.

Pupils, Personnel and Finance Committee

Pupils and Personnel

- Monitor attendance and punctuality of all pupils (including vulnerable groups).
- Engage fully in their role as Governor with the responsibility for a specific subject, attend regular meetings with subject leaders in school to discuss and review action plans, be updated on data and assessments and challenge subject leaders on standards within their area.
- Review and monitor subject policies, including Inclusion/Equal Opportunities, to ensure that the curriculum is meeting statutory requirements.
- Monitor and evaluate the curriculum so that coverage is good.
- Monitor and support targets in each subject action plan.
- Be familiar with all relevant Teaching and Learning Policies.
- Consider complaints in relation to the curriculum.
- Monitor the repair and maintenance work carried out.
- Deal with all aspects of Health and Safety including appropriate policies, risk assessments, statutory testing (PAT) and water safety (Legionella).
- Consider major capital works and support the planning of long-term projects.
- Oversee school visits.
- Receive details of category A and B visits.
- Oversee and authorise risk assessments for C and D visits and also high risk activities, in line with the LA.
- Oversee all policies and procedures relating to safeguarding and child protection.
- Monitor and review policies (including Safeguarding and Data Protection)
- Consider all welfare issues concerning pupils.
- Ensure that all appropriate training is in place and regularly updated for Governors, staff and pupils.
- Report back to Full Governing Body meetings on all matters relating to safeguarding.
- Ensure that school is meeting statutory requirements with regard to all aspects of safeguarding, including racial/bullying incidents.
- Support the pursuit of effective links with pupils, parents and the wider community.
- Meet with the School Council.
- Monitor SMSC aspects of the school curriculum.

Finance

- Set and approve the budget, ensuring that it reflects the school's prioritised educational objectives outlined in the School Improvement Plan.
- Establish and maintain an up to date medium term financial plan (budget projection) in consultation with the Headteacher that reflects the SIP. This will include forecasting pupil numbers and income levels.
- Formally approve the budget revisions to the annual budget set within the Headteacher's delegated limit of £3,000.
- To ensure that the accounts are correctly finalised at year-end in accordance with Doncaster School's Financial Regulations and other statutory legislation.
- Explore different expenditure options and assess expenditure bids.

- Ensure that the school operates within the Doncaster School's Financial Regulations and provide financial information as required to the LA.
- Evaluate the effectiveness of financial decisions and refer specific problems to the Full Governing Body/relevant Committees.
- Decide upon expenditure for the building.
- To consider the audited accounts and ensure that an audit certificate signed by the Auditor and Headteacher was sent to Services Financial Management within the required timescale.

HR Sub-Committee (within this Committee)

- Appoint all teaching and support staff with the exception of the Headteacher and Deputy Headteacher.
- Approve all job descriptions for all posts
- Review job descriptions and gradings for support staff
- Consider applications for working beyond the age of 67.
- Consider applications for flexible/early retirement and flexible working.
- Consider termination of employment of staff in redundancy situations.
- Approve extensions of temporary contracts.
- Consider staffing reviews and approve the staffing structure
- Review annually the salaries of teaching staff in light of Pay and Progression Policies.
- Consider the Headteacher and Deputy Headteacher salaries following performance management.
- Consider personnel matters including Equal Opportunities/ Diversity issues and monitor them against the school policy.
- Consider staff welfare issues.
- Facilitate and encourage staff development.
- Review policies for pay and performance management.