

CALDEW SCHOOL GOVERNING BODY

CURRICULUM & STUDENT WELFARE / ADMISSIONS COMMITTEE TERMS OF REFERENCE

Chair:	Jo Doherty
Clerk:	Nicola Bell
Membership:	Vicki Jackson (Headteacher) Susanna Cooper Jo Doherty Carolyn Hodgson Richard Looker Kerry Richardson Jennie Wilkinson
Quorum:	3

Procedures

Membership is agreed at the first Full Governors' meeting of the school year and a Chairperson elected by the members at the first subsequent Committee meeting.

Agenda items are drawn up by the Clerk/Chair/Headteacher and circulated to members prior to the meeting. If any governors have items they wish to include on the agenda they should contact the Clerk at least one week prior to the meeting.

Minutes will be taken by the Clerk to the Governors and checked by the Chair and Headteacher prior to distribution.

Confidential items will be taken at the end of the meeting and recorded in the Confidential Minute Book.

Responsibilities (all outcomes recommended to Full Governing Body for approval)

Strategic

- Establish and review Teaching & Learning Policy
- Consider any disapplication for pupils from aspects of the curriculum (eg Sex & Relationships education)
- Ensure only approved external qualifications and syllabuses are offered
- Ensure Complaints against Curriculum Procedures in place
- Review Student Needs policy and ensure school follows procedures
- Consider targets and review pupil progress
- Establish and review the following policies/procedures –
 - Student Needs Policy
 - Student Behaviour Policy
 - Student Welfare Policy
 - Personal Welfare Policy
 - Home/School Agreement (Caldew Commitments)
 - Attendance Policy
 - Trips & Visits Policy
 - Registration and School Session Times
 - Publications Scheme
- Establish and review Admissions Policy and procedures
- Monitor allocations of new Year 7 intake applications
- Agree and monitor efficient and effective admissions procedures, including arrangements for admission appeals

Critical Friend

- Monitor improvement in students' achievements
 - Ensure National Curriculum is implemented – monitor and evaluate
 - Plan, monitor and evaluate curriculum areas of School Improvement Plan
 - Monitor and evaluate extra-curricular activities
 - Monitor gifted and talented provision
 - Monitor risk assessments for school trips and visits
 - Monitor home-to-school transport issues
 - Monitor SEN provision with school SENCo
 - Monitor collective worship provision
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- Ensure agreed Admissions procedures are implemented
 - Ensure Admissions procedures are compliant with the Admissions Code of Practice

Specific Tasks

- Hear complaints about curriculum and related procedures
 - Agree and recommend attainment targets to FGB
 - Hear appeals about Headteacher's change of National Curriculum for individual pupils
 - Monitor health and safety issues relating to curriculum / extra-curricular and pupil welfare
 - Approve residential trips and visits, ensuring that health and safety has been appropriately considered
 - Approve School Prospectus (Communications Committee)
 - Monitor communication with parents (Communications Committee)
 - Monitor regular newsletters for parents / newspaper bulletins (Communications Committee)
 - Support web-site development (Communications Committee)
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- Consider any In-year applications for places in Caldew School which are not straightforward (see flow chart)
 - Provide a representative to attend Admission Appeal hearings

CALDEW SCHOOL GOVERNING BODY

FINANCE AND GENERAL PURPOSE COMMITTEE TERMS OF REFERENCE

Chair:	John Story
Clerk:	Nicola Bell
Membership:	Vicki Jackson (Headteacher) Pam Abba Robert Charlton Bryan Craig Jo Doherty John Story Jennie Wilkinson

Quorum: 3

Procedures

Membership is agreed at the first Full Governors' meeting of the school year and a Chairperson elected by the members at the first subsequent Committee meeting.

Agenda items are drawn up by the Business Manager/Chair/Headteacher and circulated to members prior to the meeting. If any governors have items they wish to include on the agenda they should contact the Business Manager at least one week prior to the meeting.

Minutes will be taken by the Business Manager and checked by the Chair and Headteacher prior to distribution.

Confidential items will be taken at the end of the meeting and recorded in the Confidential Minute Book.

Responsibilities (all outcomes recommended to Full Governing Body for approval)

Strategic

- Formulate the school's financial strategy and three year budget
- Formulate the annual school budget
- Establish and regularly review policy and procedures for delegated spending by the school (Caldew School financial procedures: Policy for Financial Delegation and Statement of Internal Control)
- Agree priorities for discretionary expenditure related to the School Improvement Plan
- Assess and advise on the financial implications of recommendations by other Governing Body committees
- Plan finances for capital programmes, monitoring the tendering process etc as appropriate
- Plan finances for purchasing major items of equipment
- Ensure adequate financial resources are available to meet expenditure on the staffing complement of the school including any new appointments and pay settlements
- Plan for expenditure on significant items of routine maintenance
- Decide significant service providers, reviewing and agreeing major contracts
- Formulate the annual Best Value Statement
- Ensure that the school's insurances provide adequate cover
- Review and agree amendments to the school's charging policy including external lettings

Critical Friend

- Monitor income and expenditure at each meeting and consider any proposed in-year virements between budget heads
- Ensure accurate accounts are kept and audited for both the school's public and non public (School Fund) finances
- Ensure that all required financial monitoring information is returned to the Local Authority as appropriate
- Receive external audit reports and ensure that recommendations are acted upon to ensure best practice in the school's financial affairs
- Monitor the school's financial management to ensure it continues to comply with the Financial Handbook
- Investigate financial irregularities
- Monitor implementation of the principles of Best Value in all school activities

Specific tasks

- Agree school's annual budget
- Agree significant in-year virements between budget heads
- Agree school's financial procedures
- Publish the school's Best Value Statement
- Confirm school contracts with service providers

CALDEW SCHOOL GOVERNING BODY

PREMISES COMMITTEE TERMS OF REFERENCE

Chair:	Bryan Craig
Clerk:	Nicola Bell
Membership:	Vicki Jackson (Headteacher) Robert Charlton Bryan Craig Carolyn Hodgson Richard Looker Diane Shirvinton Jennie Wilkinson
In Attendance:	Dave Foulkes (Health & Safety Co-ordinator) Paul Harrison (Site Manager)
Quorum:	3

Procedures

Membership is agreed at the first Full Governors' meeting of the school year and a Chairperson elected by the members at the first subsequent Committee meeting.

Agenda items are drawn up by the Clerk/Chair/Headteacher and circulated to members prior to the meeting. If any governors have items they wish to include on the agenda they should contact the Clerk at least one week prior to the meeting.

Minutes will be taken by the Clerk to the Governors and checked by the Chair and Headteacher prior to distribution.

Confidential items will be taken at the end of the meeting and recorded in the Confidential Minute Book.

Responsibilities (all outcomes recommended to Full Governing Body for approval)

Strategic

- Ensure longer term priorities are identified and funding is secured from within the school budget to link in with development/maintenance plans for the school premises
- Plan within resources available annually and decide priorities
- Recommend and monitor school contracts for maintenance – premises and grounds
- Monitor implementation of maintenance and capital plans for the premises
- Seek and apply for funding for premises that may be available from the DfE and appropriate sources
- Establish and review Accessibility Plan
- Establish and review Health & Safety Policy
- Establish arrangements for keeping premises in a neat and tidy order

Critical Friend

- Ensure Health & Safety Policy procedures are followed
- Ensure maintenance of appropriate, regular risk assessments
- Monitor Accessibility Plan
- Monitor facilities to ensure they are available and suitable for use by the local community
- Monitor occupation / use of premises within and outside school day
- Monitor general maintenance issues – premises and grounds

Specific tasks

- Appraise tenderers and recommend contractor appointments for premises related issues
Sept 2016

CALDEW SCHOOL GOVERNING BODY

STAFFING COMMITTEE TERMS OF REFERENCE

Chair:	Diane Shirvinton
Clerk:	Nicola Bell
Membership:	Vicki Jackson (Headteacher) Pam Abba Jo Doherty Carolyn Hodgson Kerry Richardson Diane Shirvinton Jennie Wilkinson
Quorum:	3

Procedures

Membership is agreed at the first Full Governors' meeting of the school year and a Chairperson elected by the members at the first subsequent Committee meeting.

Agenda items are drawn up by the Clerk/Chair/Headteacher and circulated to members prior to the meeting. If any governors have items they wish to include on the agenda they should contact the Clerk at least one week prior to the meeting.

Minutes will be taken by the Clerk to the Governors and checked by the Chair and Headteacher prior to distribution.

Confidential items will be taken at the end of the meeting and recorded in the Confidential Minute Book. All members of staff attending a Staffing Committee meeting (excluding clerk and headteacher) should leave for the confidential items.

Responsibilities (all outcomes recommended to Full Governing Body for approval)

Strategic

- Decide on number of staff and the level of management and promoted posts
- Decide on overall procedures for appointment of staff; headteacher/senior leadership team/teachers/associate staff
- Support, select, appoint, discipline and dismiss staff; headteacher/senior leadership team/teachers/associate staff
- Ensure Capability/Disciplinary/Grievance Procedures in place
- Ensure Equal Opportunity Policy in place
- Ensure Harassment Policies in place
- Ensure Leave Policies (Maternity/Paternity/Adoption) are in place
- Establish and review Appraisal/Performance Management Policy
- Establish and review Pay Policy
- Ensure Retirement/Redundancy Procedures are in place

Critical Friend

- Monitor appraisal and staff performance management
- Monitor staff absences
- Keep under review staff work/life balance, working conditions and well-being.

Specific tasks

- Provide panel to hear staff grievances
- Establish Pay Review and Pay Appeals Committees
 - to carry out Headteacher's performance reviews
 - consider Headteacher's recommendations for pay progression
- Responsibility for staff discipline
- Responsibility for conditions of employment
- Responsibility for health and safety of staff
- Responsibility for HR contracts

CALDEW SCHOOL GOVERNING BODY

PUPIL DISCIPLINE COMMITTEE TERMS OF REFERENCE

Chair:	<i>Variable</i>	
Clerk:	Nicola Bell	
Membership:	Bryan Craig Carolyn Hodgson	Jo Doherty Jennie Wilkinson
Quorum:	3	

Procedures

Membership is agreed at the first Full Governors' meeting of the school year and a Chairperson is agreed before the meeting. (NB If a governor has a connection with the pupil or the incident that could affect their ability to act impartially they should not serve at the hearing.)

All papers pertaining to the discipline/exclusion meeting are compiled by the Clerk/Headteacher and circulated to all possible attendees prior to the date of the meeting.

Minutes will be taken by the Clerk to the Governors and checked by the Chair prior to distribution to the Committee. The Committee's decision will be circulated to all within 24 hours of the meeting.

Responsibilities (all outcomes recommended to Full Governing Body for approval)

Strategic

- Establish and review Student Behaviour Policy (reviewed by C&SW Committee)

Critical Friend

- Monitor number of exclusions within a school year
- Ensure exclusion procedures are compliant with the Local Authority's exclusion guidelines
- To ensure that the guidance contained in the 'Improving Attendance and Behaviour' document is practised in the school, with specific reference to the role assigned to the Governing Body

Specific Tasks

- Consider the school's representations about a discipline /exclusion
- Consider parents' representations about a discipline /exclusion
 - To consider representations from parents in the case of exclusions of 5 days or less (**Committee may not re-instate**)
 - To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (**meeting to be held between 6th and 50th school days after receiving notice of the exclusion**)
 - To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (**meeting to be held between 6th and 15th school days after receiving notice of the exclusion**)
- Consider upholding the school's decision or re-instating student within LA guidelines