



Strategic Policy & Direction Committee

TERMS OF REFERENCE

Members of the Committee	Mrs C. Morris-Watson	Mrs Charlotte Murdy	Mrs Jess McArdle
	Mrs Angela Jefferies	Mrs Anne-Marie Grimes	Mrs Lauren Chapman
	Mrs Ruth Cunningham-Spence		

Chair	Mrs Lauren Chapman	Clerk	Mrs Victoria Young
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Membership: The Panel for the Committee shall consist of six Governors, however when meeting as a Hearing Body or Appeals Panel this will have only three Governors.

Quorum: The Quorum must be three governors

Frequency of meetings: As required but no less than once each term.

CURRICULUM DUTIES

- Annually review the Curriculum Policy for approval by the governing Body.
- Make recommendations to the governing body on the arrangements for collective worship and the provision of religious education.
- Make recommendations to the governing body on the policy for the provision of sex education and the delivery of PSHE in school.
- Advise the Governing body on arrangements required for pupils with special educational needs.
- Consider complaints relating to the curriculum and to advise the governing body (Hearing Body).

SCHOOL IMPROVEMENT DUTIES

- Implementation, monitoring and review of the Strategic Plan.
- Provide oversight of all the planning activity within the school.
- Monitoring and evaluating governor visits to ensure challenge and improvement.
- Termly review the School Improvement Plan and advise the Governing Body on priorities for the key areas.
- Analyse data relating to the school's performance and to agree targets for pupil achievement.
- Monitor and evaluate pupil progress, in all subjects and to review regularly subject policies.
- Succession Planning.

POLICY REVIEW DUTIES

- Undertake a cyclical review of all school policies; agreeing changes and making recommendations to the governing body in areas that may not be delegated.
- Policies include, but are not restricted to:
 - Curriculum
 - Teaching & Learning
 - Assessment
 - SEND
 - Subject Policies
 - Early Years
 - Governor monitoring and evaluation.

APPEALS

Hear appeals against a decision made by another committee of the Governing body. This will include appeals over capability or disciplinary action, dismissal and staff salaries (Appeals Panel).

Agreed:

Signed:

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Chair of Governing Body



Chair of Governing Body

DELEGATION TO THE HEAD TEACHER

- Day to day management of the school.
- Casual staff appointments.
- Temporary appointments to maintain the delivery.
- Arrangements for the termination of staff contracts.
- To annually determine staff salaries in accordance with the school's pay policy.
- Application & administration of all policies as agreed by the governing body.
- Day to day financial management of the school plus:
 - Virement between expenditure codes
 - Virement between income codes
 - Disposition of additional SEN funding (in year charges)
 - Virement from contingency up to (£5,000) in any instance.

Agreed:

Signed:

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Chair of Governing Body



Resource Management Committee

TERMS OF REFERENCE

Members of the Committee	Mrs Anne-Marie Grimes	Mr David Fordham-Scott	
	Mrs Eleanor Tamhne	Mrs Malu Jimenez	
	Mrs Charlotte Murdy	Vacancy	

Chair	Mrs Malu Jimenez	Clerk	Mrs Victoria Young
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Membership: The Panel for the Committee shall consist of six Governors, however when meeting as a Hearing Body or Appeals Panel this will have only three Governors. **Quorum:** The quorum must be three governors.

Frequency of meetings: As required but no less than once each term.

FINANCIAL DUTIES

- Set the annual budget for the school.
- Ensure appropriate advice is sought before entering into contracts, in line with the LEA's financial regulations.
- Authorise the virement of funds between budgets and inform the County Council.
- Approve arrangements for the audit of funds received other than from the L.A.
- Advise the governing body on any matters arising from the audit of the school's accounts.
- Monitor the budget and to advise the governing body as necessary on financial matters.
- Agree with the Head Teacher, expenditure on capital projects not falling within the planned budget.
- Authorise signatories for the school bank account.
- Determine the levels of charges for lettings.
- Make recommendations annually to the governing body on a three year financial strategy, having particular regard to the School Improvement Plan.
- Advise the governing body on any issues arising from financial matters.

PERSONNEL DUTIES

- Appointments of staff other than the Head (full governing body duty).
- Reviewing the staffing structure of the school whenever necessary.
- Ensuring that each member of staff has a job description and to ensure that job descriptions are reviewed whenever vacancies arise.
- Consider applications from staff for secondments, early retirements, voluntary redundancy etc, that the Head feels are necessary to refer to the Governing Body (Hearing Body).
- Hear cases that are referred to the Governing Body under the Governing Body's disciplinary, capability, disability and grievance procedures (Hearing Body).
- Approve the Pay Policy annually and oversee its implementation.
- Ensure the wellbeing of staff and monitor their work/life balance.

PREMISES DUTIES

- Make recommendations to the Governing Body on capital works and improvements of both the indoor and outdoor environments.
- Prepare an annual programme of repairs, maintenance and decoration.
- Security of the school premises and fire safety measures, including alarm systems and fire drills.

continued overleaf..!

- To oversee arrangements for grounds maintenance and the requirements of the environmental Protection Act 1990 concerning litter and refuse.
- To accept reports from the Health & Safety Committee.
- To consider the TicToc financial reports and any resource issues.

POLICY REVIEW DUTIES

- Policies include, but are not restricted to:
 - Leave of Absence
 - Whole School Pay Policy
 - Health & Safety Policy
 - Lettings & Charges Policy
 - Child Protection
 - Accessibility
 - Admissions
 - Data Protection.

PUPIL DISCIPLINE & COMPLAINTS

- Review the use of exclusion within the school.
- Consider the views of the Head Teacher and of parents of excluded pupils (Hearing Body).
- Decide whether or not to confirm exclusions of more than five school days and those where a pupil would miss an opportunity to take a public examination (Hearing Body).
- Hear all formal complaints against the Head Teacher, an individual member of staff or the Governing Body (Hearing Body).

Agreed:

Signed:

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Chair of Governing Body

Executive Committee

TERMS OF REFERENCE



Members of the Committee	Mrs Lauren Chapman	Mrs Angela Jefferies	
	Mrs Anne-Marie Grimes	Mrs Malu Jimenez	
Chair	Mrs Anne-Marie Grimes	Clerk	Mrs Victoria Young

Membership: The Panel for the Committee shall consist of four Governors, The Chair of governors, The Chairs of the School Policy and Direction Committee and the Resource Management Committee and the Headteacher

Quorum: The quorum must be three governors.

Frequency of meetings: monthly in line with school calendar

DUTIES

- To ensure that the SDP is implemented and monitored
- To have an up to date oversight of school improvement
- To increase the robustness of leadership to drive actions
- To facilitate communications between the two standing committees
- To provided cohesive leadership
- To deal with urgent matters arising.

Agreed:

Signed:

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Chair of Governing Body



Governor Responsibilities

E Safety & ICT

Lauren Chapman

S.E.N, Inclusion and Equality

Chrissy Morris-Watson

Maths

David Fordham-Scott

Governor Training / Induction Performance Management / CPD

Anne-Marie Grimes

English

Lauren Chapman

Early Years

Malu Jimenez

Religious Education / Collective Worship

Jessica McArdle

Health and Wellbeing Outdoor Education, Drugs Education, PSHE & SRE

Jessica McArdle

Safeguarding & Child Protection

Eleanor Tamhne

Data & Target Setting, Pupil Premium and Closing The Gap

Angela Jefferies

Health & Safety

Malu Jimenez

Science & Technology

Angela Jefferies

Creative Arts

Chrissy Morris-Watson

Humanities

Ruth Cunningham-Spence

Physical Education/Sport

Charlotte Murdy

Strategic Interests

Wellbeing

Eleanor Tamhne, Charlotte Murdy

Learning Experiences

Lauren Chapman, Angela Jefferies

Community

Jessica McArdle

Environment

David Fordham-Scott, Malu Jimenez

Inclusion

Ruth Cunningham-Spence,
Chrissy Morris-Watson