

Bridgewater Primary School
Terms of Reference for Committees
October 2016

General terms:

Each committee will

- act on matters delegated to them by the Full Governing Body
- inform FGB on decisions taken
- liaise and consult with other committees where necessary
- contribute to the School Transformation Plan
- consider Safeguarding and Equality Implications when undertaking committee functions.

Membership

- the membership will consist of at least four governors plus the Headteacher or their representative. One of whom will be appointed Chair of the committee by the members of that committee
- the committee may include associate members, provided that a majority of the committee are governors

Quorum

- the quorum will be three governors (two non- staff) plus the Headteacher or their representative

Meetings

- the committee will meet three times a year or otherwise as required.

Specific Terms of Reference for the Learning and Teaching Committee

The Learning and Teaching Committee will:

- review and monitor the curriculum
- approve the SEF, STP and school targets
- ensure that the requirements for children with SEN are met, as laid out in the Code of Practice
- monitor the rates of progress and standards of achievement by pupils, including underachieving groups and children in receipt of Pupil Premium
- monitor and review the provision for LAC
- act on the recommendations from external reviews of the school
- ensure the statutory requirements for reporting information are met and that the school website is compliant
- monitor CPD activity of staff and receive annual report on impact.

Statutory policies for Learning and Teaching Committee:

SEN and Inclusion, Equality Duty, Assessment, Curriculum, Early Years Foundation Stage, Sex Education and Relationships, Supporting Children with Medical Conditions, Pupil Behaviour and Discipline. Safeguarding.

Specific Terms of Reference for the Finance and Personnel Committee

The Finance and Personnel Committee will

- review, adopt and monitor the Finance Policy and other statutory financial policies
- establish and maintain a three year financial plan, taking into account the School Transformation Plan
- propose and monitor the annual school budget
- ensure that sufficient funds are available for pay increments as set out in the Pay Policy
- monitor income and expenditure throughout the year
- review the SFVS
- oversee the school Appraisal policy including the arrangements and implementation of the PM of the Headteacher
- establish and monitor the Pay Policy

Statutory Policies for Finance and Personnel Committee

Finance Policy, Charging and Remissions, Pay Policy, Probation Procedures, Performance Management policy, Central Record of recruitment and vetting, Appraisal and Capability Policy, Disciplinary Procedures for school based staff, Governor Allowances.

Specific Terms of Reference for the Premises Committee:

The Premises Committee will

- review and monitor all matters relating to the maintenance and development of the premises and grounds, including Health and Safety
- create a project committee to oversee any major development
- review the school Accessibility Plan
- review and monitor the Health and Safety Policy
- monitor PFI issues

Statutory Policies for Premises Committee

Health and Safety Policy, Accessibility Plan.