

# Broomhill Infant School



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Head teacher: Mrs Catherine Timbers

## COMMITTEE TERMS OF REFERENCE FOR BROOMHILL INFANT SCHOOL

Both committees are responsible for monitoring progress on any key issues in the School Development/Improvement Plan which fall within the committee's remit.

Terms of reference for the committees are as follows:

### RESOURCES

Under the overall direction of the governing body the committee has the following key responsibilities:

1. To determine and review the school's financial policy including consideration of long term planning and resourcing.
2. To prepare and recommend to the governing body the Annual Budget Spending Plan, ensuring it is consistent with and supports the School Improvement/Development Plan.
3. In year, to monitor implementation of the school's agreed budget, identify significant variations and implement action in response.
4. To put in place and oversee appropriate risk management procedures.
5. To agree and oversee the implementation of the necessary financial policies, including but not necessarily restricted to policies on the control of expenditure including virement between budget heads and levels of authorisation for individual items of expenditure; audit; pecuniary interests; management of school funds .
6. To be aware of and advise the governing body on legal requirements and procedures relating to personnel issues.
7. To ensure the school's staffing structure, retention, succession planning and professional development arrangements are suitable to deliver the School Improvement/Development plan objectives.
8. To determine and monitor the implementation of the school's performance management and pay policies.
9. To agree and oversee the implementation of the necessary personnel management policies, including but not necessarily restricted to policies on
  - Code of conduct
  - Staff consultation
  - Equalities

- Pay
- Leave of absence
- Capability, Discipline and Grievance
- Safeguarding and Child Protection
- Recruitment and Selection and Staff Retention
- Leadership Development and Succession Planning
- Staffing reduction procedures
- Staff secondment
- Group size of the school (to be reviewed at least once every three years)

10. To provide support and guidance for the Headteacher on all matters relating to the school premises and grounds, security, Health and Safety and to ensure that the necessary policies are in place and implemented.

Membership: to be agreed.

## **TEACHING, LEARNING AND COMMUNITY COMMITTEE**

Under the overall direction of the governing body the committee has the following key responsibilities:

1. To be aware of and advise the governing body on the legal responsibilities of governors in terms of Curriculum provision and assessment.
2. To recommend to the governing body the school's targets for pupil progress and attainment and to monitor progress during the year.
3. To receive reports on the development and implementation of the school's curriculum.
4. To monitor the school's performance on pupil inclusion.
5. To agree the school's arrangements for listening to parent, carer and pupil voices.
6. To agree the school's approach to parental and community engagement with the school and to monitor progress.
7. To engage with the School Council.
10. To agree and oversee the implementation of the policies related to its remit, including but not necessarily restricted to policies on:
  - equality and inclusion
  - curriculum development
  - pupil discipline
  - attendance and absence
  - parental involvement
  - school website, including statutory requirements

- religious education
- sex and relationships education.

### **OTHER COMMITTEES**

The Governing Body will also need to set up panels of governors to hear appeals against disciplinary and personnel decision, and to consider complaints.