

**ST.HELENS METROPOLITAN BOROUGH
COUNCIL**



**RAINFORD BROOK LODGE
COMMUNITY PRIMARY SCHOOL**

**GOVERNING BODY
COMMITTEE TERMS OF REFERENCE
2021/2022**



NOMINATED GOVERNORS 2021/2022

SEN GOVERNOR	-	Mrs S. Rawnsley
GOVERNORS' FORUM	-	Mrs Fiona Ballad
SAFEGUARDING	-	Mrs Alison Culley
CHILDREN IN PUBLIC CARE	-	Cllr L Mussell



RESOURCE COMMITTEE

Membership:

The Head Teacher
(or their representative)
Mrs. B. Butler (Clerk)
Mrs. J. Keech (Chair)
Mrs F. Ballard
Mrs Kathryn Hodkinson
Mr James Taylor
Mrs Gemma Green (Observer)

The Committee may also co-opt any non-voting members for a fixed term from time to time.

Quorum

Any three Governors

Meetings

The Committee shall meet once per term or as required

Terms of Reference:

To provide guidance and assistance to the Governing Body in all matters relating to finance and personnel.

To present an annual budget to the Governing Body. To consider each year's financial priorities and monitor the schools budget

To review financial planning, including long term planning and resourcing

To undertake the requirements of the Whole School Pay Policy (as adopted) with delegated powers to undertake and implement the review of salaries

Reviewing teacher salaries, including those on the leadership spine each year in line with the school's performance management;

To decide if, and how many, spinal points should be awarded to individuals in the course of one pay review.



The Head Teacher has the authority, in accordance with Contract Procedure Rules (as defined in the Financial Regulations), to make arrangements for the ordering of works , goods and services up to a value of £10,000 but between £10,001 and £20,000 the Head Teacher must seek the approval of the Resource Committee. For expenditure greater than £20,000 the Head Teacher and the Resource Committee shall seek the approval of the full Governing Body.

Any proposed contract greater than one year shall only be approved by the Governing Body.

The Head Teacher has the power to vary the level of the staffing budget as a result of a temporary amendment to the staffing structure, and to vary the amount of non-staffing budgets up to a value of £10,000. Between £10,001 and £20,000 the Head Teacher must seek the approval of the Resource Committee. Over £20,000 the Head Teacher and the Resource Committee shall seek the approval of the full Governing Body, and ensure that the decision is minuted accordingly.

All virements approved by the Head Teacher or Resource Committee under these rules should be reported to the full Governing Body retrospectively.

To recommend virement of funds within budget headings to the Governing Body

To receive and, where appropriate, respond to periodic audit reports

To receive and act upon recommendations from the “appointed governors” in relation to the annual pay review for the Head Teacher

To compile/review the Schools Best Value Statement in accordance with St. Helens Council policy

To undertake the selection, recruitment and appointment of staff below Deputy Head Teacher level in accordance with the Governing Body procedures except for supply / welfare staff were the Head Teacher has delegated authority to make appointments

To determine the staffing structure for the school at least annually in relation to the School’s Development Plan

To review personnel policies and procedures in line with Local Authority guidelines and statutory guidelines and recommend them to the Governing Body for approval

To consider and to make any initial decisions about matters relating to the dismissal of staff and staff grievances in accordance with Local Authority and Governing Body procedures

To monitor and evaluate the Leadership and Management element of the School Improvement Plan



To consider and report back upon such matters as may be delegated or devolved to the Committee by the Governing Body

To monitor that internal financial controls have been effectively and consistently applied throughout the year and report to a meeting of the full Governing Body to this effect on an annual basis.

Administrative Responsibilities

Ensure there are effective Clerking arrangements in place for the Committee.

To submit minutes to the full Governing Body.



CURRICULUM COMMITTEE

Membership:

The Head Teacher
Mrs K Hodkinson (Clerk)
Mrs S. Rawnsley
Mrs J. Sebastian (Chair)
Mrs A. Kirman
Dr Kerry Kirkham
Mr James Taylor

The Committee may also co-opt any non-voting members for a fixed term from time to time.

Quorum

Any three Governors

Meetings

The Committee shall meet once per term or as required

Terms of Reference:

To advise the Governing Body on the school's curriculum and its statutory obligations regarding the National Curriculum

To review, analyse and report to the Governing Body upon the school's performance from SATs results, Foundation Stage Profile, Phonics and internal assessments. To set targets for pupil performance for recommendation to the Governing Body.

To monitor and evaluate curriculum developments within the school including how the curriculum is taught, evaluated, assessed and resourced

With the assistance of staff to ensure the provision and implementation of the National Curriculum as appropriate

To contribute towards the School Improvement Plan and review progress against action plans relating to teaching and learning

To review the policy and provision for collective worship and for Religious Education and to make recommendations to the Governing Body



To review the policy and provision for sex education and for Personal, Health and Social Education and to make recommendations to the Governing Body

To contribute towards the implementation, review and monitoring of policies for pupils' spiritual, moral, social and cultural development.

To ensure that the requirements of children with Special Educational Needs and particular gifts are met

To consider and report back upon such matters as may be delegated or devolved to the Committee by the Governing Body

To undertake a periodic review of school policies for recommendation to the Governing Body

Administrative Responsibilities

Ensure there are effective Clerking arrangements in place for the Committee.

To submit minutes to the full Governing Body.



SITE COMMITTEE

Membership:

The Head Teacher
Cllr L. Mussell
Mrs. A. Culley (Clerk)
Mrs F. Ballad (Chair)
Mrs J.Kime
Mrs Kathryn Hodkinson

The Committee may also co-opt any non-voting members for a fixed term from time to time.

Quorum

Any three Governors

Meetings:

The Committee shall meet once per term or as required.

Terms of Reference:

To provide support and guidance for the Head Teacher on all matters relating to the school premises and grounds, security and health and safety

Annually to inspect the premises and grounds and prepare a statement of priorities for maintenance and development for the approval of the Governing Body

To contribute to school improvement planning by developing, monitoring and evaluating an annual action plan for school premises

To assist the Governing Body and Head Teacher to discharge their responsibilities under the Health and Safety at Work Act 1974 and other relevant legislation in collaboration with the L.A.

To consider the L.A.'s policy on health and safety and periodically review this in the light of the schools unique features for adoption by the Governing Body

To ensure that the necessary school management organisation is in place to implement the policy



To monitor the effectiveness of the school's health and safety arrangements, make periodic inspections of buildings, plant and equipment and report at least once a year to the Governing Body and to take any emergency action required

To approve the costs and arrangements for maintenance, repairs and redecoration within the budget allowance and to monitor the school's Asset Management Plan

To oversee the implementation of contracts

To ensure that the school complies with the health and safety regulations

To ensure that governors responsibilities are discharged regarding litter under the Environmental Protection Act 1990

To prepare a lettings and charges policy for the approval of the Governing Body

To ensure any liaison with the Local Authority's Property Services Department

Administrative Responsibilities

Ensure there are effective Clerking arrangements in place for the Committee.

To submit minutes to the full Governing Body.



APPEALS COMMITTEE

Membership:

Cllr L. Mussell
Mrs A. Culley
Mrs S. Rawnsley
Mrs J. Sebastian
Mrs A. Kirman

Mrs. G. Green, School Business Manager to act as Clerk

Chairperson to be determined at each individual meeting

Quorum

Any three Governors

Meetings

The Committee shall meet as and when required

Terms of Reference:

To consider and decide upon any appeals against the decision of the Resources Committee or Performance Management Committee.

Administrative Responsibilities

Ensure there are effective Clerking arrangements in place for the Committee.

To submit minutes to the full Governing Body.



PUPIL DISCIPLINE COMMITTEE

Membership:

Mrs. B. Butler
Mrs. J. Keech
Mrs. J Sebastian
Mrs A. Culley
Mr J. Taylor
Mrs. G. Green, School Business Manager to act as Clerk.

Chairperson to be determined as each individual meeting.

Quorum

Any three Governors

Meetings:

The Committee shall meet as and when required.

Terms of Reference:

To review the use of exclusion within the school

To decide whether or not to confirm permanent exclusions

To decide whether or not to confirm exclusions of more than 5 days or where a pupil would miss an opportunity to take a public examination

To consider any statement from parents where the exclusion is for less than 5 days

To consider exclusions where a pupil has been excluded several times for fewer than 5 days and the total number of days exceeds 5 days in any one term and when the same pupil is excluded again that term

Note the procedures for excluding a pupil as laid out in both the current DfE School Discipline (Pupil Exclusions and Reviews) (England) Regulations and the Statutory Guidance and agree to follow the procedures

To have regard to the school behaviour policy

Administrative Responsibilities

Ensure there are effective Clerking arrangements in place for the Committee.



To submit minutes to the full Governing Body.

COMPLAINTS COMMITTEE

Membership:

Mrs. B. Butler
Mrs. A Culley
Dr K. Kirkham
Cllr L. Mussell
Mrs J Keech

Mrs. G Green, School Business Manager, to act as Clerk

Chairperson to be determined at each individual meeting

Quorum

Any three Governors but to include the Parent Governor

Meetings:

The Committee shall meet as and when required.

Terms of Reference:

To consider, investigate and respond to any complaint referred to the Committee

To carry out the above in accordance with any procedures adopted by the Governing Body



HEADTEACHER APPRAISAL PANEL

Membership

Mr. I. Beaton (Chair)
Cllr L. Mussell
Mrs. B. Butler

Quorum

Any two Governors

Meetings

At least annually or termly if required

Terms of Reference:

- a) To carry out the Head Teacher's annual performance review as laid down in current legislation and the school's Performance Management Policy.
- b) To report the outcomes of Performance Review to the Resources Committee or the Committee with responsibilities for taking decisions on pay.