

**ST MATTHEW'S PRIMARY SCHOOL
FULL GOVERNING BODY
TERMS OF REFERENCE**

Membership

- a) The Committee shall consist of all governors.
- b) The Headteacher shall be entitled to attend each meeting of the Committee.
- c) The Committee may co-opt non voting members as deemed necessary for the functioning of the school. All co-opted members shall be approved by the full Governing Body.
- d) The Committee shall elect its own Chair (at the Autumn term Business Meeting).
- e) The Committee will appoint its own minute secretary.
- f) The rules about pecuniary interest are applicable to all Governors.

Quorum

The quorum for any meeting and vote must be one half (rounded up to a whole number) of the complete membership of the Governing Body, excluding vacancies; the Committee shall not meet without the Head or their nominated representative being present.

Meetings

The Committee shall meet once per term and otherwise as required. Committee meetings must be carried out according to rules which apply to Governing Body meetings (e.g. 7 days written notice of a meeting and its agenda).

Minutes of meetings together with any background papers will be circulated to all members of the Governing Body.

The governing body has the following committees: Buildings, Premises and Finance, Pay and Personnel and Curriculum, Progress and Attainment. Each committee has a chair and a clerk, the committee is responsible for appointing the chair. The quorum is a minimum of three governors who are members of the committee.

BUILDINGS, PREMISES AND FINANCE COMMITTEE TERMS OF REFERENCE

- a. In consultation with the Headteacher, to draft the first formal budget plan of the financial year
- b. To establish and maintain an up to date 3-year financial plan
- c. To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
- d. To ensure that the school operates within the Financial Regulations of Luton Borough Council
- e. To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- f. To annually review charges and remissions policies and expenses policies.
- g. To make decisions in respect of service level agreements (SLAs)
- h. To enter into contracts – and to be informed of contracts entered into and consider process for award of contracts
- i. To make decisions on expenditure following recommendations from other committees
- j. Tendering –
 - o to make decisions as to which quote to accept for purchases up to £50,000 and budgeted for
 - o to make recommendations for purchases exceeding £50,000, the full Governing Body will make the final decision
- k. To ensure, as far as is practical, that Health and Safety issues are appropriately prioritized
- l. General maintenance of playing areas.
- m. Litter removal.
- n. Maintenance of perimeter fencing.
- o. Environmental enhancement.

- p. Site Security.
- q. Monitor and report on School security.
- r. Income generation and marketing the premises.
- s. To prepare a lettings and charging policy for the approval of the Governing Body. To consider the community use of the premises.
- t. All matters relating to School transport.
- u. Review any School transport arrangements and recommend a policy to the Governing Body.
- v. To ensure that the Governors responsibilities are carried out with regard to all current relevant legislation including in particular those relating to Health & Safety issues.
- w. To set up procedures to ensure that the Health & Safety Policy is followed.
- x. To monitor accident statistics and make the relevant recommendations to the Governing Body.
- y. To determine whether sufficient funds are available for pay increments as recommended by the Headteacher
- z. In the light of the Headteacher Appraisal Group's recommendations, to determine whether sufficient funds are available for increments

PAY AND PERSONNEL COMMITTEE TERMS OF REFERENCE

- a. To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee
- b. To establish disciplinary/capability procedures and recommend to the whole governing body for approval; review procedures and to recommend changes
- c. To develop, on an annual basis, the staff complement and appointment process within which the head may make appointments during the year
- d. To establish a Pay Policy for all categories of staff and to be responsible for its administration and review
- e. To oversee the appointment procedure for all staff
- f. To monitor the school's selection and recruitment process and make recommendations for changes to the head, as appropriate
- g. To establish and review an Appraisal Policy for all staff*
- h. To oversee the process leading to staff reductions
- i. To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- j. To make recommendations on personnel related expenditure to the Finance Committee
- k. To consider any appeal against a decision on pay grading or pay awards

CURRICULUM, PROGRESS AND ATTAINMENT COMMITTEE TERMS OF REFERENCE

Curriculum planning and delivery:

- a. To review, monitor and evaluate the curriculum offer.
- b. To recommend for approval to the full governing body the:
 - o Self-evaluation form
 - o School Improvement Plan
 - o Targets for school improvement to the governing body
- c. To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. sex education and pupil behaviour/discipline)
- d. To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the headteacher/SENCO and an annual report from the SEN governor (where appointed)

Assessment and improvement:

- e. To monitor and evaluate the effectiveness of leadership and management
- f. To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement
- g. To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups

- h. To monitor and evaluate the impact of continuing professional development on improving staff performance
- i. To set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation
- j. To monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement
- k. To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively
- l. To consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan
- m. To ensure that all children have equal opportunities.
- n. To advise the buildings, premises and finance committee on the relative funding priorities necessary to deliver the curriculum.

Engagement:

- o. To monitor the school's publicity, public presentation and relationships with the wider community
- p. To identify and celebrate pupil achievements
- q. To oversee arrangements for educational visits, including the appointment of a named co-ordinator
- r. To ensure all statutory requirements for reporting and publishing information are met and the school website is fully compliant and presented in an accessible way