

Birdham CE Primary School
TERMS OF REFERENCE ~ 2016-17

The Finance Committee will:

1. Oversee the preparation of the annual budget plan and ensure it links to the school development plan priorities agreed by the governing body;
2. Recommend the final budget for approval to the full governing body;
3. Notify the approved budget to the LA by the agreed deadline of 30th June;
4. Agree the level of delegation to the head teacher for the day-to-day financial management of the school;
5. Monitor expenditure and ensure corrective action is taken where necessary;
6. Monitor income and expenditure of all public funds according to an agreed timescale i.e. budget share and any other funds devolved by the LA;
7. Evaluate spending to ensure the budget provides value for money in terms of raising standards of education;
8. Approve transfer between budget headings (virement) for items above £500 (*see policy for the delegation of the financial powers and duties of the governing body*);
9. Authorise disposal or sale of any obsolete or unusual equipment over a value of £250;
10. Ensure accurate accounts are kept;
11. Ensure key financial decisions are properly recorded;
12. Ensure the school adheres to the LA's conditions of the SFVS;
13. Authorise signatories for the school bank account for notification to the County Treasurer;
14. Ensure the audit of all non-public (voluntary) funds, including school funds, trading accounts, subscription funds, charity funds as well as club and society accounts which must be run in accordance with LA regulations;
15. Ensure recommendations arising from school audits are properly implemented;
16. Establish procedures for governors to claim expenses (See policy for Governors' Expenses);
17. Ensure a register of pecuniary and business interests for governors and staff is kept and is open to inspection;
18. The finance committee will operate within the agreed parameters as set out in the *policy for the delegation of the financial powers and duties of the governing body*
19. The chair will be responsible for setting the agenda with the headteacher, and will finalise the minutes before final distribution;
20. Each committee should have a significant input into the creation of the relevant school improvement section of the school development plan;
21. The finance committee is responsible for reviewing the SDP and SEF section on *Effectiveness of Leadership and Management* at each committee meeting.

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The Premises Committee will:

1. Organise the preparation and implementation of a premises development plan (PDP) which details the annual programme of repairs, maintenance and improvements, in liaison with the LA and the Diocesan Board;
2. Report on the financial implications and monitor the implementation of the PDP;
3. Agree the level of delegation to the headteacher for the day to day responsibility for the premises (see *policy for the delegation of the financial powers and duties of the governing body*);
4. Agree major capital works and improvements;
5. Ensure self-help procedures are followed for mechanical, electrical, new build and improvement works (If any doubt refer to the school's building surveyor);
6. Ensure that wherever maintenance or improvement work is carried out, investigations are undertaken to check for asbestos containing materials in the area of work;
7. Consider, propose or approve amendments to the LA's annual consultation with schools on asset management plans, local policy statement and statement of priorities;
8. In accordance with latest SEND legislation ensure the preparation, regular review and revision, where necessary, of a written Accessibility Plan to:
 - Increase the extent to which disabled pupils can participate in the curriculum;
 - Improve the physical environment of the school to increase participation of disabled pupils;
9. Receive reports on the necessary risk assessments for health and safety, security and fire by ensuring they comply with West Sussex procedures;
10. Oversee the letting of contracts for maintenance and improvement works in accordance with the LA's Standing Orders, within agreed budgetary limits;
11. Ensure the security of the school premises and fire safety regulations;
12. Ensure the school complies with health and safety regulations;
13. Ensure adequate premises insurance;
14. Determine a policy and scale of charges for the letting of premises outside school hours (in consultation with the Finance Committee). Monitor and review the implementation of that policy. Ensure all statutory requirements for letting premises are satisfied;
15. The chair will be responsible for setting the agenda with the headteacher, and will finalise the minutes before final distribution;
16. Each committee should have a significant input into the creation of the relevant school improvement section of the school development plan;
17. The Premises committee is responsible for reviewing the SDP and SEF section on *Personal Development Behaviour and Welfare* at each committee meeting.

The staffing Committee will:

1. Monitor the implementation of the School's Appraisal Policy;
2. Delegate the arrangements for all staff appointments to the head teacher, unless there is an urgent reason for not doing so. The appointment of the head or deputy head teacher is the responsibility of the full governing body;
3. Ensure all procedures relating to recruitment, selection and appointment of staff comply with the law and equal opportunities and safer recruitment requirements;
4. Ensure that there are proper policies and procedures in place for dealing with staff discipline, grievance, capability, redundancy, pay and staff absence, including sickness. Where West Sussex County Council model policies and procedures are not adopted, carry out consultation with staff and unions;
5. Review the staffing structure in consultation with the Headteacher annually, or following a resignation, taking into account the needs of the school development plan;
6. Monitor the use of staff training and review its effectiveness;
7. Ensure INSET days are linked to the school development plan priorities;
8. The chair will be responsible for setting the agenda with the headteacher, and will finalise the minutes before final distribution;
9. Each committee should have a significant input into the creation of the relevant school improvement section of the school development plan;
10. The Staffing committee is responsible for reviewing the SDP and SEF section on *Quality of Teaching Learning and Assessment* at each committee meeting.

The Curriculum Committee will:

1. With the assistance of senior staff, monitor and evaluate the delivery of the curriculum within the school abiding by the principle that 'we are working together for our children's future';
2. In conjunction with the Headteacher, agree the non-statutory pupil performance targets and monitor and review progress towards them; supporting the school in setting realistic, challenging targets which represent good progress for all pupils;
3. Monitor the implementation of any plans to meet the needs of disadvantaged or SEND children;
4. Ensure that the needs of all disadvantaged or SEN pupils are suitably met;
5. Ensure that the curriculum is broad, balanced, relevant and creative and that any statutory requirements are met, and all relevant curriculum policies are reviewed at appropriate intervals and their implementation monitored;
6. Ensure that National Curriculum assessments for KS2, KS1 and EYFS are reported annually to parents in the summer term;
7. Receive regular updates and analysis of data from SENCo, and KS1 and KS2 leaders to ensure progress/attainment of individuals and groups is regularly tracked systematically and that appropriate intervention/support are identified and put in place;
8. Agree any specific involvement by individual governors in curriculum areas (School Improvement priorities);
9. Advise the Finance and Staffing committees on the relative funding priorities necessary to deliver the curriculum;
10. The chair will be responsible for setting the agenda with the headteacher, and will finalise the minutes before final distribution;
11. Each committee should have a significant input into the creation of the relevant school improvement section of the School Development Plan, ensuring relevant priorities are actioned and the impact is clearly monitored/evaluated;
12. The curriculum committee is responsible for reviewing the SDP and SEF section on *Outcomes of pupils* at each committee meeting.