

**Barrow CE and Duddon St. Peter's Primary Schools Governing Body**

**Committee Terms of Reference**

**Autumn 25**

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## **Barrow CE and Duddon St. Peter's CE Primary Schools Governing Body**

### **Committee Terms of Reference**

*Based on the School Governance Regulations 2003 and 2013*

The Governing Body can delegate any of its statutory functions to a committee, subject to prescribed restrictions. The full Governing Body shall agree the level of delegation to each committee.

#### **Membership**

The Governing Body shall determine, and review annually at the first meeting of the school year, the establishment, terms of reference, constitution and membership of the committee.

#### **Membership shall include:**

A minimum of three members of the committee including the headteacher at a committee meeting.

#### **Chairing**

The Chair of the committee will be appointed by either the full Governing Body or by the committee itself. An acting chair can be appointed by the committee, if need be, from attending governors (excluding the headteacher).

#### **Attendance**

Members of the committee, the headteacher and the clerk to the committee as well as all members of the Governing body are welcome to attend any committee meeting.

#### **Quorum**

For All committees, the quorum is at least three governors who are members of the committee. A committee shall not meet without the headteacher, or a substitute nominated by the headteacher being present, who will usually be the Chair of that Committee unless otherwise notified.

#### **Visitors**

Teachers and other professionals as appropriate may be invited to attend meetings, so that their expertise can inform decision-making, but such attendees are not expected to attend the whole meeting and are not entitled to vote.

#### **Meetings**

Each committee shall meet at least once a term and more often if required. Dates for meetings will be set before or at the beginning of each school year as part of the annual cycle of full Governing Body and committee meetings.

#### **Clerking**

The Governing Body may appoint a clerk to the committee where required. This must not be the headteacher, but committee members may act as clerk in the absence of the formally appointed clerk.

#### **Reporting**

The Chair of the committee is responsible for ensuring accuracy of committee minutes and for reporting the key actions and decisions of each committee meeting to the next meeting of the full Governing Body. In the Chair's absence, another committee member (not the Headteacher) may so report.

## **Barrow CE and Duddon St. Peter's CE Primary School Governing Body**

### **Resources Committee - Terms of Reference**

#### **General**

To provide guidance and assistance to the headteacher and Governing Body in all matters relating to budgets, finance, staffing and premises.

#### **Finance**

1. To consider and review financial budget statements, including consideration of long-term planning (including pupil number forecasts) and resourcing in accordance with the School Development Plan (SDP). To make recommendations on the Annual Budget to the Governing Body, targeted at delivering the SDP.
2. To monitor income, expenditure and relevant benchmarking data of all official funds (ie. Fully delegated and ear marked funds) and to report on the financial situation to the Full Governing Body each term. To consider and approve spending of Devolved Formula Capital.
3. To receive and consider termly budget monitoring reports from the Business Manager.
4. To ensure ongoing compliance with the School's Financial Value Standard (SFVS) and the local authority's financial regulations and procedures.
5. To undertake any remedial action identified within:
  - the SFVS
  - The local authority audit
6. To ensure the adequacy of the internal financial control framework within the school, and to appraise any proposed changes to financial systems, procedures and limits of delegated authority on behalf of the Governing Body.
7. To agree the level of delegation to the headteacher for the day-to-day financial management of the school in accordance with the MIFP.
8. To consider recommendations from other committees which have financial implications and to provide advice to the Governing Body accordingly.
9. To review the schools' charging policies and the adequacy of the schools' insurance policies annually, and to make recommendations to the Governing Body accordingly.
10. To determine the use of the schools' premises outside school sessions, including advice to the Governing Body on the Charging Policies (setting charges cannot be delegated to a Committee by law).
11. To monitor all financial information provided by the local authority and to report, as appropriate, to the Governing Body.
12. Securing that the necessary provision is made for any pupil who has special educational needs for which we receive additional funding such as EHC.
13. To review adopt and monitor all Finance Policies, which include the scheme of delegation for spending and budgetary adjustments (virements) for the committee, headteacher and other nominated staff.
14. To establish and maintain a three year financial plan, taking into account priorities of the School Development Plan, school roll projection, and information from central government and the LA regarding future years' budgets, within the constraints of available information.
15. To make decisions in respect of central service level agreements.

## Staffing

1. To undertake any formal consultation on personnel matters
2. To monitor and review all staffing policies and procedures, and to consider adopting the local authority's model personnel policies and procedures (these cover issues relating to pay; staffing adjustments; recruitment and selection; equal opportunities; employee relations; conduct and capability; grievance; dismissal).
3. To review the staffing structure annually, when a vacancy occurs, and at any other time this may be required.
4. To agree procedures and to receive reports, relating to staff discipline or grievances, if and when they arrive.
5. To agree procedures for the appointment of school staff, in line with the School Staffing Regulations 2009 (and subsequent amendments) and the Government's Staffing and employment Guidance for Schools (2025):
  - **Headteacher Appointments:** The Governing body will agree a selection panel of at least three governors, who will seek candidates for interview, carry out interviews and recommend to the Governing Body an interviewee for appointment.
  - **All other Staff appointments:** The Governing body delegates to the headteacher the responsibility for making such appointments, and it is the headteacher's decision as to whether to involve governors in the selection process, although usually this will be the case. The final decision when making an appointment outside the leadership group is the headteacher's.
6. To ensure, via annual reports from the headteacher, that an Appraisal Policy is implemented throughout the school, and that all staff are included in the system of performance review.
7. To ensure that the Governing Body appoints appraisers and an external adviser for the review of headteacher performance.

## Pay

1. To establish the schools' Pay policy, and to review it annually, in consultation with the headteacher, staff and trade union representatives, and to submit it to the Governing Body for approval.
2. To take decisions regarding the pay of classroom teachers and support staff following the consideration of the recommendations of appraisers and the advice of the headteacher.
3. To take decisions on the pay of the headteacher following consideration of the recommendations of the governors responsible for the headteacher's appraisal review, to submit reports of these decisions to the Governing Body, and to ensure the headteacher is informed of the outcome of the pay decision and any right of appeal.
4. The headteacher is responsible for:
  - Ensuring that pay recommendations for classroom teachers and support staff are made and submitted to the Resources Committee.
  - Advising the Resources Committee on the reasons for the recommendations.
  - Ensuring that staff are informed of the decision of the Resources Committee and of their right of appeal.
5. The Pay Appeals Panel of the Governing Body is responsible for taking decisions on appeals against the decision of the Resources Committee in accordance with the terms of the pay appeals procedure set out in the Pay Policy.

## **Premises**

1. To provide support and guidance for the headteacher in all matters relating to the school premises and grounds, security and health and safety, liaising with the local authority as appropriate.
2. To inspect the premises, grounds and equipment at least annually and prepare a statement of priorities for maintenance and development to be approved by the Governing Body.
3. To review the Asset Register and School Development Plan, and to develop a rolling programme of repairs and maintenance. To approve the costs and arrangements for maintenance, repairs and redecoration within the budget allocation.
4. To draw up and keep under review an Accessibility Plan, which will meet the requirements of the Disability Discrimination Acts of 1995 and 2005.
5. To recommend to the Governing Body proposals for the delegation of authority to the headteacher to take action on minor items of repair and maintenance work subject to a specified financial limit (currently £3,000) in accordance with the scheme of delegation.
6. To agree procedures to be followed for carrying out emergency work and to make recommendations about delegation to the headteacher for taking appropriate action on behalf of the Governing Body in the event of an emergency.
7. To ensure that the school complies with the health and safety regulations and to review annually the health and safety policy.
8. To monitor proposals for lettings and other use of school premises to ensure due consideration of Health & Safety and related buildings usage issues and costs.

## **Barrow CE and Duddon St. Peter's CE Primary School Governing Body**

### **Teaching, Learning & Safeguarding Committee**

#### **Terms of Reference**

1. To consider all detailed matters related to the pupils' education, social well-being and safeguarding.
2. To ensure that those responsibilities laid down under relevant Education Acts relating to the conduct of the school, curriculum and Safeguarding Children in Education are being met.
3. To monitor and assist in the administration of the following:
  - the school's delivery of the National Curriculum
  - overall school organisation
  - the assessment arrangements for pupils at the end of each key stage
  - pupil premium considerations
  - reporting arrangements to parents
  - special needs in relation to education and welfare
  - religious education and collective worship
  - race equality
  - sex and relationships education

- drugs education
  - pastoral care
  - educational visits
  - school meals
  - pupil disciplinary matters
  - any other pupil related matters deemed appropriate
4. To agree, in consultation with the headteacher, targets for the achievement of pupils and to track progress.
  5. To assist in the production, review and rewriting of policy documents which cover the delivery of the curriculum and the approaches adopted to teaching and learning within the school.
  6. To assist in the production and review of the School Development Plan and the Self-Evaluation Form.
  7. To monitor the activities relating to the assessment, statementing and review of children with Special Educational Needs or Disabilities (SEND)
  8. To consult with the headteacher, staff, parents, pupils, the community and relevant bodies, as appropriate, in order to maintain an overview of the above.
  9. To deal with any matters that may be referred to the committee by the full Governing Body and to identify curriculum issues which require referral to the Resources Committee or Full Governing Body, and to make recommendations
  10. To monitor and identify safeguarding issues and ensure that the schools' procedures are wholly in accordance with approved safeguarding terms of reference and policies
  11. To monitor and inspect the schools' Single Central Records (SCRs) to ensure legislative compliance.
  12. To arrange Governors Learning Walks, Monitoring Visits and subject link Governors as appropriate and provision for reporting to the committee

## **Barrow CE Primary School Governing Body**

### **Leadership and Strategy Committee**

#### **Terms of Reference**

##### **Purpose**

To provide strategic oversight and guidance to the Federation, on the development and implementation of the Federation's Strategic Plan, and to monitor and evaluate our success.

##### **Objectives**

1. To set and define the Federation's 5 year Strategic Direction and priorities
2. To discuss and develop Strategic Projects to align with the schools' vision, Christian ethos and strategic priorities, and to improve outcomes for our children
3. To engage with the Community, involving staff, parents and other stakeholders in the Strategic Planning process
4. To review and monitor documentation and statistics, for example, to include School Development Plans and Academic Performance Reports, to ensure that results are in line with our Strategic plan
5. To provide our written minutes and any reports, to Full Governors Meetings for discussion and decision.
6. To provide Leadership oversight where needed.
7. To review our Purpose and Objectives annually.