

HIPSBURN PRIMARY SCHOOL TERMS OF REFERENCE FOR GOVERNING BODY

SUB-COMMITTEES

1. STRATEGIC POLICY COMMITTEE – TERMS OF REFERENCE

Members of the Committee

Mrs Allison Wort (Chair), Mr Kevin Moloney, Mrs Claire Vass, Mrs Jo Johnson, Ms Louise Selby, Dr Jo Gascoigne-Owens. *As at 1/1/25 there are 2 vacancies on this committee.*

The Panel for the Committee shall consist of eight Governors, however when meeting as a Hearing Body or Appeals Panel this will have only three Governors.

Quorum: The Quorum must be three governors.

Frequency of meetings: As required but no less than once each term.

CURRICULUM DUTIES

- Annually review the Curriculum Policy for approval by the governing Body.
- Make recommendations to the governing body on the arrangements for collective worship and the provision of religious education.
- Make recommendations to the governing body on the policy for the provision of sex education and the delivery of PSHE in school.
- Advise the Governing body on arrangements required for pupils with special educational needs.
- Consider complaints relating to the curriculum and to advise the governing body (Hearing Body).

SCHOOL IMPROVEMENT DUTIES

- Implementation, monitoring and review of the Strategic Plan.
- Provide oversight of all the planning activity within the school.
- Monitoring and evaluating governor visits to ensure challenge and improvement.
- Termly review of the School Improvement Plan and advise the Governing Body on priorities for the key areas.
- Analyse data relating to the school's performance and to agree targets for pupil

achievement.

- Monitor and evaluate pupil progress, in all subjects and to review regularly subject policies.
- Succession Planning.

POLICY REVIEW DUTIES

- Undertake a cyclical review of all school policies; agreeing changes and making recommendations to the governing body in areas that may not be delegated.
- Policies include, but are not restricted to:
 - o Curriculum
 - o Teaching & Learning
 - o Assessment
 - o SEND
 - o Subject Policies
 - o Early Years
 - o Governor monitoring and evaluation.

APPEALS

Hear appeals against a decision made by another committee of the Governing body. This will include appeals over capability or disciplinary action, dismissal and staff salaries (Appeals Panel).

2. RESOURCE MANAGEMENT COMMITTEE – TERMS OF REFERENCE

Members of the Resource Management sub-committee:

Mrs Claire Vass (Chair), Mr Kevin Moloney, Mrs Allison Wort, Mr Murray Davies, Mrs Kathryn Brunton, Mrs Lorraine Starkey, Mrs Nicki Mathewson, Mrs Ruth Wilson.

The Panel for the Committee shall consist of eight Governors, however when meeting as a Hearing Body or Appeals Panel this will have only three Governors.

Quorum: The quorum must be three governors.

Frequency of meetings: As required but no less than once each term.

FINANCIAL DUTIES

- Set the annual budget for the school.
- Ensure appropriate advice is sought before entering into contracts, in line with the LEA's financial regulations.
- Authorise the virement of funds between budgets and inform the County Council.
- Approve arrangements for the audit of funds received other than from the L.A.
- Advise the governing body on any matters arising from the audit of the school's accounts.
- Monitor the budget and to advise the governing body as necessary on financial matters.
- Agree with the Head Teacher, expenditure on capital projects not falling within the planned budget.
- Authorise signatories for the school bank account. Determine the levels of charges for lettings.
- Make recommendations annually to the governing body on a three-year financial strategy, having particular regard to the School Improvement Plan.
- Advise the governing body on any issues arising from financial matters.

PERSONNEL DUTIES

- Appointments of staff other than the Head (full governing body duty).
- Reviewing the staffing structure of the school whenever necessary.

- Ensuring that each member of staff has a job description and to ensure that job descriptions are reviewed whenever vacancies arise.
- Consider applications from staff for secondments, early retirements, voluntary redundancy etc, that the Head feels are necessary to refer to the Governing Body (Hearing Body).
- Hear cases that are referred to the Governing Body under the Governing Body's disciplinary, capability, disability and grievance procedures (Hearing Body).
- Approve the Pay Policy annually and oversee its implementation.
- Ensure the wellbeing of staff and monitor their work/life balance.

PREMISES DUTIES

- Make recommendations to the Governing Body on capital works and improvements of both the indoor and outdoor environments.
- Prepare an annual programme of repairs, maintenance and decoration.
- Security of the school premises and fire safety measures, including alarm systems and fire drills.
- To oversee arrangements for grounds maintenance and the requirements of the environmental Protection Act 1990 concerning litter and refuse.
- To accept reports from the Health & Safety Committee.

POLICY REVIEW DUTIES

- Policies include, but are not restricted to:
 - o Leave of Absence
 - o Whole School Pay Policy
 - o Health & Safety Policy
 - o Lettings & Charges Policy
 - o Child Protection
 - o Accessibility
 - o Admissions
 - o Data Protection.

PUPIL DISCIPLINE & COMPLAINTS

- Review the use of exclusion within the school.
- Consider the views of the Head Teacher and of parents of excluded pupils (Hearing Body).
- Decide whether or not to confirm exclusions of more than five school days and those where a pupil would miss an opportunity to take a public examination (Hearing Body).
- Hear all formal complaints against the Head Teacher, an individual member of staff or the Governing Body (Hearing Body).

3. OTHER DUTIES (GOVERNORS MAY BE DRAWN FROM BOTH THE STRATEGIC POLICY OR RESOURCE MANAGEMENT SUB-COMMITTEES)

HEADTEACHER PERFORMANCE MANAGEMENT

The Headteacher will participate in bi-annual performance management meetings, initially to set targets for the coming year then to assess year-end evidence in November. These targets are agreed in conjunction with the independent School Improvement Partner from Northumberland County Council and 3 governors (non-teaching, non-parent.)

The 3 governors are Mrs Allison Wort, Mrs Claire Vass and Mrs Nicki Mathewson and they liaise with the wider governing body around the outcome of the performance meetings and to ratify any recommended pay progression.

Revised January 2025