



BOARD OF GOVERNORS

**Subcommittee Terms of Reference
November 2017**

Strategies & Curriculum Committee

- Oversee and monitor the implementation of the School Improvement Plan and related Action Plans
- Monitor Whole School Improvement Plan
- Monitor levels of achievement and to recommend targets for attainment to the Board of Governors
- To be responsible for strategic site issues
- Maximise opportunities for raising additional funds
- To be responsible for monitoring the use of the school's delegated budget to support students with special educational needs
- To delegate responsibility to the Corporate Services Manager on the policy for use of the premises outside of the school session and to set/update a scale of charges on behalf of the Board of Governors
- To review the school's Health & Safety policies and agree changes on behalf of the Board of Governors
- To have oversight of the Self Evaluation Form
- To ensure that the school is totally compliant with all aspects of Child Protection and Safeguarding.
- Monitor the implementation of the Teaching & Learning Action Plan
- Review annually the school's aims and objectives in relation to the curriculum (including the off-site provision) and to make recommendations to the Board of Governors
- Ensure that all students have equal access to the curriculum including, SEN Students
- Develop/monitor links with the feeder primary schools on curriculum issues
- Carry out the annual review of the Curriculum Policy Statement
- To monitor the implementation of the curriculum development elements of the School Improvement Plan and the Post-OFSTED Action Plan
- To be involved in the preparatory work for the drafting of policy statements for individual subject areas (Link Governors).
- To discuss priorities for expenditure in the curriculum areas and to advise the Finance Committee accordingly.
- To hear appeals against the decision of the Head Teacher in relation to a direction of temporary exception from the national curriculum.
- To have oversight of the work of the different Curriculum Areas.
- Approve and review school policies relevant to the Committee's responsibilities.

Policy Oversight: Business Continuity Plan; Critical Incidents for Schools; Display/Public Relations; Freedom of Information; Health & Safety (including Fire Procedures); ICT, E-Safety & Data Security; Lettings; Premises Management Documents; Smoke Free; Assessment; Curriculum; English as an Additional Language (EAL); Educational Visits; More Able Students; Exams; Exams Contingency Plan; Homework; Monitoring, Review & Evaluation; Religious Education/Collective Worship; Risk Assessment, Sex Education; Spiritual, Moral, Social & Cultural Development (SMSC); Teaching & Learning; and Work-Related Learning/Work Experience.

Finance Committee

- To review a draft budget plan in line with the school's aims and objectives for consideration by the Board of Governors
- Monitor the school budget in between Board of Governors's meetings to ensure that monies are being spent in line with the school's aims and objectives, and that budget accounts remain in balance
- Approving any contract with an estimated value of between £100,000 and £500,000 (in cases of urgency this can be approved by the Head Teacher and the Chair of the Board of Governors).
- Establish and monitor procedures to ensure that the school receives the best value for money from its purchases
- Approve virements of monies between budget accounts of between £20,000 and £40,000
- To ensure prompt decision making to delegate to the Head Teacher and the Chair of the Board of Governors the power to authorise virements of up to £20,000 in between Board of Governors's meetings. Such decisions need to be recorded and reported in writing to the next meeting of the Board of Governors
- Approve and review the procedures of managing the school's voluntary fund accounts, and to approve the end of year accounts if the annual expenditure for the account is £5,000 or more
- Monitor the school's charging policy and make recommendations about changes, if appropriate, to the Board of Governors
- To review the financial implication of the school's aims and objectives and to make recommendations to the Board of Governors
- Ensure that the school's/authority's/Board of Governors's financial regulations for managing the school's budget share and the local cheque book scheme are properly implemented
- To be responsible for the school's/Board of Governors's insurance arrangements
- Approve and review school policies relevant to the Committee's responsibilities

Policy Oversight: Charging; Governors's Allowance Scheme; and Schools Financial Value Standard (SFVS).

Human Resources Committee

- Establish an appointments policy for all staff with the exception of the Head Teacher and other members of the Leadership Team
- Agreeing and operating the performance management arrangements for the Head Teacher and the Leadership Team
- Approve changes to the school's staffing structure and comment on the recommendations of the Head Teacher
- Make recommendations to the Board of Governors on the arrangements for appointing the Head Teacher and other members of the Leadership Team when the need to make an appointment arises

- Approve and review the school's policy for staff development and to make recommendations to the Board of Governors.
- To hear and determine any complaints made by members of staff
- To hear and determine any complaints made against members of staff
- Hearing all disciplinary cases that lead to dismissal and relegation (other than those heard by the Head teacher)
- Hearing all disciplinary appeals and grievances that reach the formal stage
- Review school policy based on requests made from staff for financial sponsorship to undertake external courses, where the total costs are in excess of £500 per year
- Review the school's pay policy and make recommendations to the Board of Governors.
- Responsible for monitoring the school's Single Equalities Policy.
- Approve and review school policies relevant to the Committee's responsibilities.

Policy Oversight: Allegations Against Staff; Complaints Procedure; Continuing Professional Development (CPD); Disciplinary Procedures (staff); Equal Opportunities Policy; Grievance Procedures; Induction – NQT Programme; Initial Teacher Training & Guidance; Pay; Performance Management & Appraisal; Personal Safety & Security; Rare Cover Policy; Sickness Absence; Single Equalities; Staff Code of Conduct; Whistleblowing; and Work-Life Balance.

Student Progress Committee

- Monitor the implementation of identified action plans
- Participate in the development of a whole-school behaviour policy for adoption by the Board of Governors and monitor its implementation
- Monitor levels of attendance and develop strategies for improving them
- Review the Special Needs Policy and to make recommendations to the Board of Governors
- To be responsible for monitoring that the school is Equalities Act (EqA) and (Disability Discrimination Act (DDA) compliant
- Monitoring the attainment and welfare of Looked After Children, and make recommendations to the Board of Governors
- To participate in the development of the Student Voice Policy and monitor its implementation
- Develop strategies to increase parental involvement in the School
- Develop links with feeder primary schools on the above issues
- To review and agree changes the school prospectus on behalf of the Board of Governors
- To consider strategies to increase parental involvement in the school
- To have oversight of relevant sections of the School's Self Evaluation Form
- Oversight of the Parental Complaints Policy
- To hear and determine appeals against fixed term exclusions
- To hear and determine appeals against permanent exclusions.
- Approve and review school policies relevant to the Committee's responsibilities.

Policy Oversight: Anti-Bullying; Assembly; Accessibility; Attendance & Punctuality; Behaviour (Summary); Behaviour (Procedures & Flowchart); British Values; Pupil Premium; Career Education Guidance; Child Protection; Conflict Resolution; Disciplinary Procedures (students); Drugs; Healthy Schools; Looked After Children Education Document; Safeguarding; SEN resources; Supporting Students w/Medical Conditions; Student Voice; and Whole School Food.