

HOLY FAMILY CATHOLIC PRIMARY SCHOOL



TERMS OF REFERENCE

Reviewed: November 2023

To be reviewed: November 2024



Terms of Reference for the Curriculum & Standards Committee.

The committee will advise the governing body in relation to its statutory obligations concerning the curriculum. The Committee will meet at least once a term and provide minutes (or a report) of the meeting for distribution to all Governors prior to the next full meeting of the Governing Body (if practical). The Committee will appoint its own Chair and Vice Chair. The meetings will be open to other governors.

Delegated Powers

1. To work with members of staff to prepare drafts for approval by the governing body and to review regularly:
 - o the School Mission Statement
 - o the School Development Plan
 - o curricular aims
 - o a policy statement for each curriculum area including pastoral care.
2. To ensure that the Code of Practice for children with special educational needs is met.
3. To review school procedures for National Curriculum assessments and SAT results.
4. To receive information regarding how the curriculum is delivered, resourced and evaluated and make the necessary recommendations to the Finance Committee on resource levels for curriculum implementation.

Matters which cannot be delegated to the Curriculum Committee:

- a. Duty of governing body to control the curriculum
- b. In consultation with the Headteacher, create a policy on collective worship in the school
- c. Duty to ensure that pupils take part in daily collective worship and receive religious instruction.
- d. Duty to ensure implementation of the National Curriculum.
- e. Duty to ensure a broad and balanced curriculum.
- f. Duty to provide for the secular curriculum and its compatibility with the National Curriculum
- g. Duty to prohibit political indoctrination and securing of balanced treatment of political issues.
- h. Duty to consider the nature of its obligations on sex education.
- i. Duty to consider the L. A's Curriculum Statement
- j. Duty to ensure that examination courses have approved external qualifications.



Terms of Reference for the Finance and Operations Committee.

The remit includes all areas of Finance, Premises, Health and Safety for which the Governing Body is responsible. The main responsibility of the committee is, in consultation with the head teacher, to ensure proper allocation and management of funds delegated to the school under the Fair Funding scheme. It shall meet at least once a term.

Functions

- To review regularly and monitor spending priorities in the school development plan and, where necessary, make recommendations to the governing body;
- To provide guidance and assistance to the governing body and head teacher on all financial matters concerning the school;
- To prepare provisional school budget for the approval of the governing body before 31st March each year;
- When notification is received of the annual allocation of delegated funds, to agree a budget for the consideration of the governing body before the required date for submission of the budget to Sefton LEA, currently 30th June.
- To monitor income and expenditure of all delegated and devolved funds and to make regular reports to the governing body;
- To recommend a charging and remissions policy to the Governing Body.
- To develop, review and oversee the implementation of the Governing Body's personnel policies, to include making recommendations to the full Governing Body on
- Appointments policy, including mechanism for convening panels for the appointment of staff other than Head and Deputy.
- Whole School pay policy
- Complaints policy and procedure
- Performance management policy
- To draft the staffing related sections of the Governors' annual report to parents for the Governing Body's approval. To carry out other staff related tasks as delegated by the Governing Body.
- To make arrangements for the Governors to inspect the premises on a regular basis.
- To ensure necessary work is carried out in a proper manner and within the financial limits of the school.
- To carry out the Governing Body's responsibilities in relation to Health and Safety including drawing up a Health and Safety Policy Statement.
- To prepare for the full Governing Body the premises related sections of the Governors annual report to parents.
- To carry out other premises related tasks as delegated by the full Governing Body.

Delegated Powers

1. To ensure that the financial regulations for the school approved by the governing body are implemented;

Holy Family Catholic Primary School - Terms of Reference

2. To exercise virement between budget headings for amounts more than those permitted to the head teacher by the school's financial regulations;
3. To ensure that the appropriate repayments from lettings are credited to the school budget;
4. To report to the governing body if there is a possibility of an overspend;
5. To receive and, where appropriate, respond to periodic audits of public funds conducted by the local authority
6. To appoint a treasurer for any non-public funds held by the school and to ensure the annual audit of such accounts;
7. To respond on behalf of the governing body to any consultations by the LEA on the Fair Funding scheme;
8. Where necessary, to call a special meeting of the governing body.
9. To monitor the financial implications of maintenance and upkeep of the school premises and grounds in liaison with the Premises Committee;
10. To monitor the financial implications of the use of the school by the wider community;
11. To approve leasing arrangements and maintenance of contracts;
12. To complete the SFVS self-assessment.

Matters which cannot be delegated to the Finance Committee

- a. The determining of a charging and remissions policy
- b. The approval of *changes* to school premises where *such* changes to the premises require DFES approval under proposals in respect of a significant change of character, a significant enlargement of the premises, or a transfer of the school to a new site.



Terms of Reference for the SEND, Safeguarding & EYFS Committee.

The Committee will meet at least once a term and provide minutes (or a report) of the meeting for distribution to all Governors prior to the next full meeting of the Governing Body (if practical). The Committee will appoint its own Chair and Vice Chair. The meetings will be open to other governors.

Functions

1. To provide support and guidance for the Headteacher in all matters relating to safeguarding, security and health and safety to ensure the school complies with all relevant health & safety regulations.
2. To ensure that formal DBS checks are carried out for all new members of staff and that the school maintains a 'Single Central Record' for inspection purposes.
3. To ensure the school fulfils its role in relation to child protection issues and has the required procedures in place.
4. To ensure that the school follows safe recruitment practices and has a formal induction programme for all new staff members.
5. To oversee the operation of the school's behaviour policy and oversee the use of exclusions and their effectiveness.
6. To receive and review attendance data and reports.
7. To receive and review the annual safeguarding and health & safety reports.

Holy Family Catholic Primary School - Terms of Reference

8. Ensure an annual cycle of risk assessment is carried out.
9. Monitor the effectiveness of the school's health & safety arrangements.
10. To draw up, and keep under review, an accessibility plan, which will meet the requirements of the Disability Discrimination Act 1995, as amended and updated by the Disability Discrimination Act 2005 and to report on measures taken by the school to ensure that pupils with disabilities are treated no less favourably than other pupils.
11. To establish and maintain policies relating to safeguarding, health & safety and care & guidance.
12. To ensure that the school complies with requirements in respect of citizenship, careers and life skills.
13. Oversee and make recommendations on aspects of school site security in conjunction with the Premises Committee.
14. Oversee educational visits policy.
15. To review and monitor the school website for compliance.



Terms of Reference for the Admissions Committee.

The committee will advise the governing body in relation to its statutory obligations concerning the curriculum. The Committee will meet at least once a term and provide minutes (or a report) of the meeting for distribution to all Governors prior to the next full meeting of the Governing Body (if practical). The Committee will appoint its own Chair and Vice Chair. The meetings will be open to other governors.

Delegated Powers

1. To work with members of staff to prepare drafts for approval by the governing body and to review regularly:
 - o the School Mission Statement
 - o the School Development Plan
 - o curricular aims
 - o a policy statement for each curriculum area including pastoral care.
2. To ensure that the Code of Practice for children with special educational needs is met.
3. To review school procedures for National Curriculum assessments and SAT results.
4. To receive information regarding how the curriculum is delivered, resourced and evaluated and make the necessary recommendations to the Finance Committee on resource levels for curriculum implementation.

Matters which cannot be delegated to the Curriculum Committee:

- a. Duty of governing body to control the curriculum
- b. In consultation with the Headteacher, create a policy on collective worship in the school
- c. Duty to ensure that pupils take part in daily collective worship and receive religious instruction.
- d. Duty to ensure implementation of the National Curriculum.
- e. Duty to ensure a broad and balance curriculum.
- f. Duty to provide for the secular curriculum and its compatibility with the National Curriculum
- g. Duty to prohibit political indoctrination and securing of balanced treatment of political issues.
- h. Duty to consider the nature of its obligations on sex education.

Holy Family Catholic Primary School - Terms of Reference

- i. Duty to consider the L. A's Curriculum Statement
- j. Duty to ensure that examination courses have approved external qualifications.



Terms of Reference for the Staff Grievance Committee

Membership

To be agreed as required

Functions

1. To consider matters relating to staff grievance in accordance with agreed procedures, and to make such decisions as fall to it to make under those procedures.



Terms of Reference for the Staff Appeals Committee.

Membership

To be agreed as required

Functions

1. To hear appeals against decisions of the Staff Grievance Committee about staff grievances, in accordance with agreed procedures.
2. To hear appeals against decisions by the Headteacher in relation to staff discipline and dismissal.
3. To make any determination or decision under the governing body's Complaints Procedure