



## STRATEGIC POLICY AND DIRECTION COMMITTEE – Terms of Reference

**Membership:** The Panel for the Committee shall consist of six or less Governors

Mark Phillips (HT)	Sue Wildsmith (Chair)	Jenny Smith (Co-op)	Katrina Green (Co-op)
Hannah Moeini (Co-op)	Sarah Dickson (Staff)		

**Quorum:** The Quorum will be three governors

**Chair:** To be agreed by the Full Board

**Clerk:** To be appointed by the committee.

**Frequency of meetings:** As required

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### Specific Duties

#### SCHOOL IMPROVEMENT DUTIES

- Annually review the School Improvement Plan and advise the Governing Body on priorities for the key areas.
- Review the SEF and validate evidence
  - Review data relating to the school's performance
- Monitor school progress through SIP visits
- Support development of long term vision
- Succession Planning

#### CURRICULUM DUTIES

- Annually review the Curriculum Policy and subsequent appendices (curriculum design- INTENT)
- Review procedures for monitoring curriculum delivery (IMPLEMENT)
- Monitor and evaluate pupil progress, in all subjects and to review regularly subject policies (assessment-IMPACT)
- Monitor and evaluate accreditations and qualifications (outcomes-IMPACT)
- 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/resources required for our pupils

#### RESIDENTIAL DUTIES

- Review and agree Residential Development Plan
- Evaluate and validate SCIFF (Inspection framework report)
- Review curriculum offer and impact
- Review safeguarding protocol and procedures
- Conduct visits to check quality of provision/environment and consider pupil views/voice



## RESOURCES COMMITTEE – Terms of Reference

**Membership:** The Panel for the Committee shall consist of six or less Governors

Mark Phillips (HT) Dawn Robertson (Chair) Gayle Fairbairn (Co-opt) Claire Marr (Co-opt) Lesley Grieve (Co-opt) Christopher Benjamin (Co-opt)

**Quorum:** The Quorum will be three governors

**Chair:** To be agreed by the Full Board

**Clerk:** To be appointed by the committee.

**Frequency of meetings:** As required

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### Specific Duties

#### 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
  - Determine the levels of charges for lettings
- Monitor the budget and to advise the governing body as necessary on financial matters.
  - Monitor financial reports
  - Advise the governing body on any matters arising from the audit of the school's accounts and School Financial Value Standards
- Agree with the Head Teacher, expenditure on capital projects not falling within the planned budget
- Authorise signatories for the school bank account
- Advise the governing body on any issues arising from financial matters
- Authorise the transfer of funds between budgets and inform the County Council
- Approve arrangements for the audit of funds received other than from the L.A
- Make recommendations annually to the governing body on a three year financial strategy, having particular regard to the School Improvement Plan

#### STAFFING DUTIES

- Appointments of staff other than the Head (full governing body duty) except where delegated to the Head
- Reviewing the staffing structure of the school whenever necessary
- Consider applications from staff for secondments, extended leave etc., that the Head feels are necessary to refer to the Governing Body (Hearing Body)
- Hear and determine sanctions, suspensions and dismissals in cases that are referred to the Governing Body under the Governing Body's procedures (Hearing Body)
- Consider applications for early retirement and redundancy, acting as a hearing body in cases of redundancy
- Consider recommendations for performance pay progression and appropriate remuneration under the whole school pay policy (starting salaries determined at appointment)



## HEALTH & SAFETY SUB COMMITTEE – Terms of Reference

**Membership:** The Panel for the Committee shall consist of:  
Health & Safety Governor, Headteacher, Caretaker and School Manager

**Quorum:** The Quorum will be two governors

**Chair:** To be agreed by the Full Board

**Clerk:** To be appointed by the committee.

**Frequency of meetings:** As required

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### Specific Duties

#### PREMISES DUTIES

- Conduct visits and review adherence to NCC Health & Safety manual for schools
- Make recommendations to the governing Body on capital works and improvements
- Agree 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



## SAFEGUARDING and WELLBEING SUB COMMITTEE – Terms of Reference

**Membership:** The Panel for the Committee shall consist of:  
Safeguarding Governor, Headteacher, Deputy Headteacher and Head of Care (DSLs)

**Quorum:** The Quorum will be two governors

**Chair:** To be agreed by the Full Board

**Clerk:** To be appointed by the committee.

**Frequency of meetings:** As required

### Specific Duties

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#### SAFEGUARDING DUTIES

- Annually review the SG175 safeguarding audit and subsequent action plan
- Annually review school protocol and policies
- Annually review staff training

#### WELLBEING DUTIES

- Review school's approach and commitment to wellbeing- staff and pupils
- Review school policy and subsequent support mechanisms