



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 (Vice 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

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

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

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

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