



Committee Terms of Reference 2021-2022

Date agreed: 10th Nov 2021

Review Date: Autumn 2022

We are a UNICEF Rights Respecting School

TERMS OF REFERENCE FOR THE CURRICULUM AND PUPILS COMMITTEE

Membership	To be agreed by GB
Quorum	The quorum shall be three, two of whom must be non - staff governors
Clerking	Each meeting of the committee must be clerked. The clerk can be the clerk to the governing body, a governor or an employee at the school. The clerk cannot be the headteacher.

Purpose of committee

- To ensure that all Curriculum related policies (including Curriculum, Pupils' Safety, Pupils general, Inclusion and Home/ School relationship related policies) are reviewed and implemented.
- To ensure on behalf of the governing body that its strategic responsibility to raise standards is acted upon
- To review and analyse the performance of the school, against national and local indicators, and to advise the governing body on any action required in order to sustain improvement
- To ensure that School Development Plan reflects the requirement to raise standards, and to monitor and evaluate it accordingly
- To monitor the implementation of any Action Plan resulting from Ofsted inspection in order to maintain progress
- To establish, with assistance of the headteacher and subject co-coordinators, information about how the curriculum is taught, evaluated and resourced
- To make recommendations to Finance Committee on resources that are needed to meet the needs of the whole curriculum, and the sustainability of the non-statutory elements
- To receive regular reports from the Head and/or senior leadership team on the quality of teaching and learning, to identify areas for improvement, and to ensure that any necessary action is taken to maximize outcomes for pupils
- To ensure that annual assessment and examination arrangements comply with national requirements
- To ensure that requirements of pupils with varying levels of ability, from the gifted to those with special needs are met
- To review policies that effect the curriculum such sex and relationships education, SEN, gifted and talented, RE and collective worship
- To ensure that other relevant policies such as behaviour and attendance, which support learning and improvements in attainment are in place
- To monitor the impact of Pupil Premium Funding and the Sports Premium on the achievement and attainment of pupils; to ensure that the funding is spent appropriately and that this information is easily accessible (eg on the school's website)

Meetings

- Committee meetings will be held on an 'as required' basis, but usually 3 times a year
- Minutes will be circulated to members within agreed timescales.
- The committee will liaise with such other committees and invite members of the other committees to attend its meeting as should be deemed appropriate.

- Any matters which may be in conflict with the work of another committee must be referred to the governing body.

Notes

Governing bodies are no longer required to have a curriculum policy (since September 2012), but parents must be told about the curriculum offered. The governing body is responsible for ensuring this information is available, either online or in another format.

TERMS OF REFERENCE FOR THE RESOURCES COMMITTEE

Membership	To be agreed by GB
Quorum	The quorum shall be three, two of whom must be non-staff governors and one the headteacher or deputy headteacher.
Clerking	Each meeting of the committee must be clerked. The clerk can be the clerk to the governing body, a governor or an employee at the school. The clerk cannot be the headteacher.

Meetings

- Committee meetings will be held on an as required basis, but usually 3 times a year
- Minutes will be circulated to members within agreed timescales.
- The committee will liaise with such other committees and invite members of the other committees to attend its meeting as should be deemed appropriate.
- Any matters which may be in conflict with the work of another committee must be referred to the governing body.

Terms of Reference

In relation to finance the resources committee will:

- To ensure that all Resources related policies (including Finance, Health and Safety, Equalities, Complaints and Information Protection related policies) are reviewed and implemented.
- To ensure all Personnel related policies (including Leave, Conduct, Accountability, Pay and Employment and Recruitment, Retention and Induction related policies) are reviewed and implemented.
- Exercise the powers and duties of the governing body in respect of the financial administration of the school except for those items specifically reserved for the governing body and those delegated to the headteacher.
- Report all decisions taken to the next meeting of the governing body.
- Inform the Local Authority's Internal Audit section if it suspects an irregularity affecting resources of the school or council.
- Submit a budget, linked to the School Improvement Plan, to the Governing body at the start of the relevant financial year.
- Report to the governing body any financial matters it considers significant.
- Have the power to authorise the write-off of debts up to £500.00 and shall maintain a complete record of all write-offs (could be delegated partly or wholly to the headteacher).

- May authorise ex-gratia payments up to £500.00 and shall maintain a complete record of all such payments.
- To review annually the school's Financial Regulations and Scheme of Delegation.
- To review annually the Terms of Reference of the Resources Committee.
- To ensure the Register of Business Interests is kept up to date.
- To annually review all on going contracts and SLAs (Including Local Authority Contracts).
- To review the various leasing agreement schemes and options available to the school.
- To award contracts by tender up to a specified limit.
- To agree and sign an annual Best Value Statement.
- To monitor all spending and income received in the school i.e. Local Authority (LA) Delegated /Devolved Budgets and School Private Fund(s).
- To ensure that funding from the LA and other sources is used only in accordance with any conditions attached.
- To receive and comment on the content of any audit report relating to LA funding, and to monitor the implementation of the agreed action plan.
- To ensure the school adheres to the policies and procedures as specified by the Department for Education and its Schools Financial Value Standard. To complete the annual SFVS self-assessment for approval by the GB within the required timescale.
- To ensure the school has appropriate internal financial controls in place.
- To ensure that all financial controls are adhered to via regular testing and management checks in order to protect against fraudulent or improper use of public money and assets and enable satisfactory completion of the Statement of Internal Control (SIC).

TERMS OF REFERENCE FOR THE PAY AND PERSONNEL COMMITTEE

Delegation of Function

The governing body shall establish a Pay and personnel committee to deal with all pay matters relating to staff other than the headteacher and to implement the approved Pay Policy in respect of staff pay.

Membership	To be agreed by GB
Quorum	The quorum shall be three, two of whom must be non-staff governors and one the Headteacher. Chair has the casting vote.
Clerking	Each meeting of the committee must be clerked. The clerk can be the clerk to the governing body, a governor or an employee at the school. The clerk cannot be the headteacher.

Meetings

The Pay and Personnel committee shall meet at least annually. They will meet in addition to this if and when Personnel related issues need to be dealt with.

Terms of Reference for the Pay and Personnel committee:

- To establish and review a Performance Management policy for all staff
- To determine the salary of each teacher (with the exception of the headteacher's salary), taking account of any recommendations made by the headteacher/performance management reviewer, in accordance with approved Pay policy and Appraisal policy.
- Be kept up to date about the school staffing situation at each committee meeting
- To review the staffing structure and staffing needs, having regard to the School Development Plan.

- Liaise with the Personnel department at Tower Hamlets to make all the necessary arrangements for the appointment of the headteacher.