

BROUGHTON HIGH SCHOOL

TERMS OF REFERENCE

PERSONNEL AND FINANCE

Membership

The Committee shall consist *of at least 3 members* of the Governing Body, plus the headteacher or his / her representative.

The Committee will elect a Chair and vice chair from within its own membership.

Non-voting participants may be invited to meetings by the Committee as and when required.

The Committee shall have such associate members, non-voting, as the Governing Body shall appoint. The Committee may make recommendations for these appointments.

The membership of the Committee shall be reviewed and determined annually by the Governing Body.

Staff members should not form a majority of the committee.

The Governing Body will appoint a Clerk to the Committee, who will not be another governor.

Quorum

The quorum of the committee will be a minimum of 3 Governors, plus the headteacher or the representative member of staff.

Meetings

The Clerk to the Committee shall be responsible for convening meetings of the Committee. Procedures of any meetings held must be minuted and these minutes presented for the next meeting of the Governing Body.

The committee shall meet at least once a term and otherwise as required.

FINANCE

Responsibilities

1. To ensure proper and effective use of the school's financial resources.

2. To provide guidance and assistance to the Headteacher and the Governing Body on all finance related matters
3. To review and approve Internal Financial Regulations for the financial management of the school taking account of guidance issued by the Authority.
4. To ensure that the financial regulations for the school are implemented. To ensure that the current Local Authority School Financial Regulations and Standing Orders are met.
5. To approve virements between budget headings where the value is in excess of the sum delegated to the Headteacher under the school's Internal Financial Regulations.
6. To consider budget plans presented by the Headteacher and to make recommendations for a balanced, well informed and sustainable budget to the Governing Body for approval (with an agreed and timed plan for eliminating any deficit in accordance with the Scheme for Financing Schools).
7. To decide and submit to the Local Authority by the required date the final budget for each financial year.
8. To monitor income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan, including Pupil Premium and where necessary, make recommendations to the governing body.
9. To establish and regularly update / monitor a three year financial plan using the latest available information, as required in SFVS.
10. To consider unofficial funds information provided by the Headteacher including
 - Details of the unofficial funds which are in existence or have existed during the year, indicating the general purpose of each fund
 - As soon as possible after the end of the accounting year a summary of the accounts of each unofficial fund signed by the Headteacher and the auditor appointed by the Governing Body
 - Confirmation that the Headteacher has submitted the unofficial school funds information to the Authority in the required format

Note: The Governing Body of a school must spend the school's official funds "for the purposes of the school". This means making educational provision for pupils on roll at the school.

An unofficial fund is any fund, other than official school funds, which is controlled either wholly or in part by the Headteacher or other members of the staff by reason of their employment in the school. The Authority has no direct responsibility for their management and use. The Headteacher is responsible to the school governors for any unofficial funds and the use to which they are put.

11. To appoint a treasurer for any account held in the school name and to ensure the annual audit of such accounts.
12. To access, review and monitor service level agreements (SLA) and to make decisions in respect of SLAs if above the limit delegated to the headteacher under Internal Financial Regulations.
13. Approve, monitor and review all finance based policies on behalf of the Governing Body, including, but not limited to, those related to Charges & Remissions, Lettings and Governors' Expenses.
14. To contribute to the school Development Plan including consideration of the longer term resource requirements of the school.
15. To consider the appropriate level of reserves and balances taking account of guidance produced by the Authority, and to recommend this to the governing body.
16. To consider audit reports and other relevant reports and make recommendations to the Governing Body.
17. To consider appropriate arrangements to meet the Schools Financial Value Standard (SFVS).
18. To consider and advise on any financial matter referred to it by the governing body.
19. Where necessary, to call a special meeting of the governing body.
20. To respond, on behalf of the Governing Body, to any consultations relating to the Scheme of Delegation or the Funding of Schools.

STAFFING

Responsibilities

1. To prepare staff policies for approval by the governing body.
2. In conjunction with the Headteacher, to draw up a costed staffing structure and to review it annually.
3. To ensure that all the procedures relating to the recruitment, selection and appointment of staff are in place and that they are kept under review following any changes in legislation. This includes ensuring that the governing body adheres to the requirement for at least one member of each selection panel to have received training in safer recruitment.
4. To ensure that all procedures for the appointment of teaching staff and key support staff are carried out, in accordance with agreed arrangements and to

delegate to the Headteacher and one committee member the appointment of all other support staff.

5. To delegate to the Headteacher all provision of supply cover of under one term's duration.
6. To ensure that consultations take place as required (eg over pay policy) with all staff or with recognised trade unions.
7. To ensure that proper contracts of employment are issued to all staff, and that appropriate job descriptions are in place.
8. To check that the arrangements for staff appraisal (performance management) are in place and being developed.
9. To monitor the programme of staff development and training and ensure it meets the needs of the school development/improvement plan and of the staff.
10. To receive regular reports on staff absence, if not already reported to the full governing body.
11. Review annually the unit total of the school and the effect, if any on the ISR

NOTE

The appointment of a Headteacher or Deputy Headteacher is not a function of this committee.

Approved: 6 October 2022

Review Date: Autumn Term 2023

BROUGHTON HIGH SCHOOL

TERMS OF REFERENCE

STANDARDS AND EFFECTIVENESS COMMITTEE (October 2022)

Membership

The Committee shall consist of a minimum of three governors plus the headteacher or his / her representative.

The Committee will elect a Chair from within its own membership.

Non-voting participants may be invited to meetings by the committee as and when required. These could include:

- senior leaders
- middle leaders
- special support advisers (if the school is designated as having special support)

The Committee shall have such associate members, non-voting, as the Governing Body shall appoint. The Committee may make recommendations for these appointments.

The membership of the committee will be reviewed and determined annually by the Governing Body.

The Governing Body will appoint a clerk to the Committee, who will not be another governor.

Quorum

The quorum shall be a minimum of 3 governors plus the Headteacher or representative member of staff.

Meetings

The Clerk to the Committee shall be responsible for convening meetings of the committee. Procedures of any meeting held must be minuted and those minutes presented to the next meeting of the Governing Body.

The Committee shall meet at least once each term and otherwise as required.

CURRICULUM AND STANDARDS

Responsibilities

The main function of the Committee is to monitor and evaluate the standards and achievement of the school and the quality of education provided.

In particular, the Committee will:

1. monitor pupil progress in relation to the targets set and with specific reference to particular groups;
2. monitor the impact of curriculum policies and planning on students' learning;
3. monitor the progress and evaluate the impact of new initiatives across the curriculum;
4. receive regular reports from the Headteacher on the quality of teaching and learning and the impact of improvement strategies;
5. monitor and evaluate aspects of the school's provision eg pastoral care, guidance and support, leadership and management, safeguarding, prejudice, and SEN and inclusion;
6. to monitor patterns of attendance and punctuality;
7. ensure that the curriculum provided meets the statutory requirements and is broad and balanced;
8. review the aims of the school curriculum in relation to the current statutory requirements, including those for Religious Education, collective worship and sex education;
9. to monitor the school's PSHE / citizenship programme and ensure its operation is compliant with legal requirements;
10. prepare or review any curriculum policy document which is the responsibility of the Governing Body;
11. ensure members of the Committee and other governors have a clear understanding of the vision and aims and strengths and weaknesses of the school so they can actively contribute to the completion of the Self Evaluation Form (SEF), or any other evaluation exercise;
12. ensure that committee members and other governors keep themselves informed of the key initiatives and take part in appropriate training and development activities;
13. make recommendations to the Governing Body on assessment policies, or arrangements;
14. request and receive reports, as and when required, from key members of staff eg curriculum leaders and senior leaders;
15. receive reports from the nominated governors, as decided by the whole Governing Body;

16. receive and critically review school performance data including that from the Lancashire School Improvement Profile and Fischer Family Trust.
17. contribute to the preparation of any appropriate action or development plans;
18. review and evaluate the effectiveness of external support and intervention, where appropriate;
19. where necessary, to make recommendations to the Personnel and Finance Committee on resource levels for curriculum implementation;
20. to monitor the effectiveness of careers advice / education;
21. to encourage links between the school and the local community;
22. to monitor the programme of staff development and training and ensure it meets the needs of the school development/improvement plan and of the staff.

HEALTH AND SAFETY

The governing body's responsibilities for health and safety are often incorporated in the remit of the Premises Committee. A further committee may be required by the Safety Representatives and Safety Committee Regulations 1977, which states that if two union members formally request a safety committee to be set up, this must be done within three months. Representation on this committee is usually from the school staff. In any event, the Health and Safety (Consultation with Employees) Regulations 1996 extends the right of consultation on health and safety matters to all workers, not just those represented by trade union representatives.

Objectives

The objectives are broadly similar:

1. Prepare and review Health and Safety Policy
2. Study accident reports and statistics
3. Examine safety inspection reports
4. Analyse and implement information provided by the LA
5. Develop safe systems of work
6. Determine risk assessments
7. Promote and review safety culture
8. Communicate health and safety issues to all concerned
9. Identify training requirements
10. Act as a school safety forum

PREMISES

Responsibilities

23. to exercise delegated responsibility for the condition, repair, extension or alteration of premises.
24. to monitor the delivery of and exert financial oversight of the school's asset management plans and development projects in line with budgetary guidelines provided by the school, LA and government;
25. to ensure that the responsibilities of the governing body regarding the Environment Protection Act (1990) are discharged (inc litter, drains, noise, smoke);
26. to monitor and evaluate the progress of environmentally desirable project and policies at or in the vicinity of the school site;
27. to inspect annually the premises and grounds and prepare a statement of priorities for maintenance and development for the approval of the governing body.
28. to advise the governing body on major projects deemed to be necessary or appropriate.
29. to work with relevant partners and consultants to ensure that new buildings and improvements, as agreed with the governing body, are progressed and where appropriate that the payments are made.
30. to act on behalf of the governing body in monitoring the implementation and progress of all building related plans.
31. to monitor the maintenance and upkeep of the school premises and grounds, and oversight of the school's maintenance budget.
32. where it is the responsibility of the governing body, to make recommendations to the governing body on the appointment of consultants or the providers of premises related services.
33. to determine the use of the school premises outside school session time including advice to the governing body on a possible charging policy which must be determined by the governing body.
34. to provide support and guidance to the headteacher on all matters relating to the school premises and grounds, security and health and safety.
35. to ensure that arrangements are in place for the dissemination of health and safety information to all building users, including staff, pupils and visitors.

36. to review the school's health and safety policy as and when required and to advise, along with the headteacher, the governing body with regard to its compliance with health and safety regulations.

37. to monitor accident reports and fire drills and where appropriate recommend and take advice on remedial action.

38. to ensure the school complies with health and safety regulations, including that a regular audit of risk assessment is undertaken and to take action where necessary.

39. to promote co-operation between all employees at the school to achieve and to maintain a safe and healthy workplace for staff and pupils.

40. to examine safety inspection reports and to make recommendations where remedial action is required.

41. to be mindful of the requirements of the Equalities Act 2010.

Agreed: 1 November 2022

Review: Autumn term 2023

BROUGHTON HIGH SCHOOL

TERMS OF REFERENCE

Complaints Appeals Committee

1. Membership

The Committee will consist of *between three and five* governors. Neither the Headteacher nor the Chairman of Governors will be member of the Committee as they may have been involved in the matter under consideration at an early stage.

The Chairman of the Committee will be elected by the Committee.

Committee members must be impartial and have no prior involvement with the complaint or circumstances surrounding it.

2. Quorum

The quorum shall be three governors.

3. Meetings

Meetings will be held when required to consider formal appeals made under the Procedures for Handling Complaints.

4. Function

Wherever possible the Governing Body would wish to see complaints resolved at an informal stage but:

- (a) The main function of the Committee will be to undertake the duties of the Governing Body in the consideration of complaints made under the Procedures for Handling Complaints.
- (b) Complaints covered by statutory procedures will not be considered by this Committee.
- (c) The Committee will seek advice from the Senior Area Human Resources or the Governor Services Manager, or in the case of a Voluntary Aided School, the Diocesan/Church Authority Education Officer, as appropriate.
- (d) In considering the complaint the Complaints Appeals Committee will:
 - consider the written materials;
 - consider the complaint and the Headteacher's (or Chair's) action;
 - invite the Headteacher or Chair of Governors (as appropriate) and the complainant to the meeting; and
 - seek advice and support as necessary;

At the end of their consideration, the Committee will decide whether to:

- determine whether to dismiss or uphold the appeal in whole or part;
- where the complaint is upheld, decide on appropriate action;
- advise the complainant and Headteacher (Chair) of its decision;
- advise the complainant of any further action they may wish to take if they remain dissatisfied; and
- arrange for amendments to be made to the School's Complaints Register and for the matter to be reported, in general terms, to the Governing Body.

The Chair of the Committee

The Chair of the Committee has a key role, ensuring that:

- the remit of the Committee is explained to the parties and each party has the opportunity of putting their case without undue interruption;
- key issues are addressed;
- key findings of fact are made;
- parents and others who may not be used to speaking at such a hearing are put at ease;
- the rules of natural justice are followed;
- the complainant is notified of the panel's decision, in writing with details of any further rights of appeal; and
- the Governing Body are notified of any changes to procedure or reviews of policy recommended by the Committee.