



THE CAMDEN
SCHOOL FOR GIRLS

GOVERNORS' COMMITTEES TERMS OF REFERENCE



Owner:
Governor:
Agreed on:
Approved by:
Last updated:
Review date:

Duska Cutler
Chair: Janet Pope
12 December 2012
Governing Body
October 2021
October 2022

The governing body will determine the membership and proceedings of any committee. The governing body will also review the establishment, terms of reference, constitution and membership of any committee annually.

Each committee will at its first meeting following the governing body's first meeting in each school year elect a Chair from amongst its members. The governing body may remove the Chair of a committee from office at any time.

1. Governors' Committees

There will be two committees:

- Curriculum and Staffing (C&S)
- Finance and Premises (F&P)

They will work closely together on any issues that cut across their responsibilities. Where there is a disagreement between them on such matters, this will be resolved by referral to the full governing body. Each committee will take decisions in the light of governing body policy on issues relevant to the committee and matters delegated to them. The decisions of each committee will be reported to (and reviewed by) the governing body and minutes given to all governors. The Committees' detailed terms of reference are detailed overleaf

There may also be from time to time other committees established for specific purposes by the governing body, for example Disciplinary, Grievance, Complaints, Ill Health and Admissions committees and for activities such as reviewing policies.

2. Membership

The standing membership of each committee will be as follows:

- the headteacher;
- an elected staff governor, or co-opted staff governor;
- up to 6 further governors, to be elected by the governing body at its first meeting in each school year.

Only those standing members of each committee who are governors are permitted to vote. SLT members will attend committees as directed by the headteacher.

Each committee will have the power to recommend to the governing body for co-option, as a voting or non-voting associate member, any person who it considers fit to assist it.

3. Clerking

The clerk of governors will act as clerk to both committees.

The clerk to the committees is Duska Cutler.

4. Meetings of committees

The Committee will meet at least once every term, and will usually meet every half term, in advance of the main governing body meetings, with additional meetings as necessary.

5. Quorum

The quorum for any committee meeting and for any vote will be 3 governors who are members of the committee. The meeting will not take place unless the headteacher or her/his representative is present.

6. Committee Responsibilities

All committees have the following responsibilities:

- To receive reports from members of staff about matters relating to any of the issues listed in their terms of reference.
- To contribute to, monitor and evaluate relevant parts of the self-evaluation summary, the school improvement plan and the policies allocated to them, reporting or making recommendations to the full governing body.

- To consider recommendations from relevant external reviews for example audit, Ofsted or local authority review, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full governing body.
- To take appropriate action on any other relevant matter referred by the governing body.

A. FINANCE AND PREMISES COMMITTEE (F&P) TERMS OF REFERENCE

1. The responsibilities of the F&P Committee include:

- oversight of the school finances ensuring that the school operates within the financial regulations of the local authority and complies with any DfE and SVFS requirements, responding to any issues arising from the audit of the school's accounts or SFVS review and ensuring solvency, probity and value for money;
- support of the headteacher and the bursar in carrying out their financial responsibilities on behalf of the governing body;
- monitoring and contributing to the progress of the school's budget, its planning and setting;
- monitoring the condition of the premises and considering proposals for maintenance and development;
- ensuring the environment of the school and school activities comply with current health and safety regulations;
- bringing to the attention of the governing body any relevant issues of general interest or matters which need governing body decision.

2. The Committee will review relevant policies and recommend any changes to the governing body. In particular, the committee will:

2.1. Finance

- keep under review the scheme of delegation in financial matters including the level of delegation to the headteacher for the day-to-day financial management of the school and present to the governing body any recommendations for change;
- prepare and present to the governing body for ratification an annual budget reflecting priorities in the school improvement plan;
- monitor the budget and ensure a termly report to the governing body with an evaluation of the use of resources and any appropriate recommendations;
- monitor the use and impact of the school's pupil premium allocation in overcoming barriers to learning
- undertake the SFVS review and ensure appropriate action is taken in response to any shortfalls
- determine, monitor and evaluate the charging policy for school activities;
- approve/enter into contracts subject to delegated financial limits set by governing body and keep under review the effectiveness and value for money of contracts so awarded;
- review the governors' expenses scheme and make recommendations to governors;

2.2. Premises, health and safety

- draw up medium and long term plans relating to the repair, maintenance and development of premises and recommend action to the governing body;
- agree the lettings and charges policy for the use of school premises;
- keep the health and safety and emergency procedures and policies under review, making recommendations to the governing body and ensuring that necessary checks and assessments are carried out and prioritised for action;
- ensure the safe management and maintenance of asbestos, fire safety and statutory testing. (For maintained schools, both Local Authorities and schools have responsibilities for the repair and maintenance of premises);
- review the Access Plan with due regard to current legal requirements and make recommendations to governors.

2.3. Other

- ensure the school complies with the published scheme for Freedom of Information;
- review and update risk register and risk management policy on a regular basis;
- ensure data protection obligations are met;
- maintain and review the register of business interests;
- review and update the school's whistleblowing policy on a regular basis, together with the C&S Committee;

Sections of the self-evaluation summary:

Please refer to the clerk for the latest documents on the skills audit, governance reports and feedback.

School Improvement Plan Priorities:

Please refer to the school governance section of the School Improvement Plan 2018-2020.

Statutory policies and documents

- Accessibility plan (currently reviewed every three years)
- Charging and remissions (currently reviewed every three years)
- Statutory compliance regarding what is available on the website (ongoing)
- Data protection (currently reviewed every two years)
- Emergency Plan (annual review required)
- Freedom of information Policy (currently reviewed every three years)
- Governors' allowances (annual review required)
- Health and safety (currently reviewed every three years)
- Premises management policies (when required)
- Register of business interests (annual update required)
- Schools Financial Value Standard (SFVS) (annual review required)

Policy review cycles may change subject to revised guidance from the DfE

Additional policies:

- Consistent Financial Reporting (ongoing)
- Finance Policy & Procedures (currently reviewed every two years)
- Financial scheme of delegation (as required)
- Lettings Policy (within the Charging policy)
- Whistleblowing Policy - jointly with C&S (reviewed every three years)

The Chair of the Finance & Premises Committee is Bob House.

The Vice-Chair of the Finance & Premises Committee is Dick Tyler.

B. CURRICULUM AND STAFFING COMMITTEE (C&S) TERMS OF REFERENCE

1. The responsibilities of the C&S Committee include:

- oversight of pupil achievement, ensuring the school provides a high quality learning experience and delivers a broad and balanced curriculum in keeping with the school's aims, all pupil needs and legal requirements.
- support of the headteacher and the senior leadership team in carrying out their curriculum responsibilities and related staffing matters on behalf of the governing body;
- monitoring progress of the School Improvement Plan;
- reviewing curriculum issues, inspection reports, examination results, school self-evaluation process etc.;
- bringing to the attention of the governing body any relevant issues of general interest or matters which need governing body decision.

2. The Committee will review relevant policies and recommend any changes to the governing body. In particular the committee will:

2.1. Curriculum/Achievement

- keep under review the school's curriculum and statutory obligations in relation to the National Curriculum;
- recommend to the governing body the school's pupil performance targets;
- monitor school based, local and national performance data and reports (e.g. Analyse school performance, ASP), evaluating achievement and analysing the performance of different groups and subjects;
- keep under review the SEN policy, monitoring provision and ensuring that the school fulfils its responsibilities for pupils with special educational needs and with disabilities;
- monitor the provision for and evaluate the progress and attainment of vulnerable groups (e.g. children eligible for FSM, looked after children, young carers) and EAL provision, and evaluate the effectiveness of intervention strategies including the use of the pupil premium;
- ensure that the school meets Public Sector Equality Duties in relation to teaching and learning, curriculum, achievement and progress;
- monitor and evaluate the quality of teaching and learning and the professional development of staff.

2.2. Staffing

- ensure the adoption and implementation of staffing policies and procedures, ensuring that all principles of good and fair employment practice are adhered to, that staff and trade unions are consulted and legal requirements fulfilled;
- agree the staffing establishment and structure (teaching and non-teaching) at least annually in relation to the budget and the school improvement plan;
- keep under review appropriate staffing policies and procedures - to include grievance, discipline, redundancy, capability and appraisal, sickness absence, whistle blowing, pay and conditions of employment and ensure staff are consulted and informed appropriately;
- recommend to the governing body the procedure for filling vacancies and making staff appointments below the Leadership Group;
- ensure that the school complies with Public Sector Equality Duties in relation to staff;
- ensure the school complies with the latest requirements in relation to safe recruitment and safeguarding procedures;
- consider any issues referred by the headteacher outside any scheme or policy adopted by the governing body.

2.3. Other

- establish and review the admissions policy and procedures which comply with current legal requirements and make recommendations to the governing body;
- oversee the school's contribution to pupil well-being, including the extent to which pupils feel safe, adopt healthy lifestyles and contribute to the school and wider community;
- establish and recommend to the governing body a policy on behaviour and associated policies (including pupil discipline, anti-bullying), monitor their implementation and evaluate outcomes e.g. the impact on exclusions in the school;
- review the use of exclusion and the school's exclusion policies. Decisions to consider permanent exclusions and fixed term exclusions if requested by parents in accordance with current regulations are delegated to the Chair of Governors and the Chair of the Committee;
- monitor attendance and evaluate strategies designed to maximise it;
- establish, monitor and evaluate child protection and safeguarding policies/procedures and make recommendations to the governing body;
- monitor and evaluate strategies to ensure that pupils are enabled to contribute to the school and the wider community;
- monitor and evaluate the engagement of parents with the school, parental views and how these are taken into account; establish and review the home-school agreement, making appropriate recommendations;

- monitor and evaluate the effectiveness of communications with parents including statutory requirements such as the complaints procedure
- monitor community links and community use of the school, and evaluate the school's contribution to promoting community cohesion;
- monitor the range of the extended school offer and evaluate its impact;
- keep under review provision and policies for sex and relationships education, religious education and collective worship and make recommendations to the governing body as necessary;
- determine, monitor and evaluate the range and the impact of extended activities on pupil learning;
- recommend holiday dates and any changes to school session times to the governing body;
- review and update the school's whistleblowing policy on a regular basis, together with the F&P Committee.

2.4. The Committee may also nominate 3 governors to form the **Pay and Review Committee**, (plus 1 governor from the F&P Committee) which will:

- ensure a review of the whole school pay policy to take account of local and national developments and make appropriate recommendations to the governing body;
- ensure an annual review of teachers' salaries in line with current arrangements in the School Teachers' Pay and Conditions Document**;
- ensure an annual review of support staff salaries in line with current arrangements in the NJC for local government or other appropriate bodies;
- consider the recommendation of the headteacher's performance review group in relation to whether to award the head an annual increment ***;

**Anyone employed to work at the school other than the headteacher must withdraw from this item

***Anyone employed to work at the school including the headteacher must withdraw from this item

Sections of the self-evaluation summary:

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School Improvement Plan Priorities:

Please refer to the school governance section of the School Improvement Plan 2018-2020.

Statutory policies and documents

- Admission arrangements (annual review required, must be publically consulted on every seven years), subject to final approval by the full governing body.
- Child Safeguarding/Protection Policy-including e-safety (annual review required), subject to final approval by the full governing body.
- Complaints procedure (currently reviewed every five years)
- Curriculum Policy including ensuring school complies with School publication requirements (currently reviewed every three years)
- Equalities Policy (currently reviewed every three years)
- Appraisal policy (currently reviewed every three years)
- Disciplinary Policy & Procedure, for Teachers and Support Staff (currently reviewed every four years)
- Grievance Policy & Procedure (currently reviewed every three years)
- Provider Access Policy (currently reviewed every three years)
- Behaviour policy and pupil discipline (currently reviewed every three years)
- Relationships and sex education policy (currently reviewed every two years)
- Sickness absence management Policy & Procedure (currently reviewed every three years)
- Special Educational Needs (annual review required), subject to final approval by the full governing body. Staff Capability and, Conduct Policies (currently reviewed every

five years Staff pay and structure (annual review required), subject to final approval by the full governing body.

- Supporting Students with Medical Needs (currently reviewed every three years)

Additional policies (non-statutory)

- Careers & Work Experience Policy - (currently reviewed every three years)
- Dealing with allegations against staff
- E-Safety Policy (currently reviewed every three years)
- Lone Workers Policy (currently reviewed every three years)
- Mental Health Policy - (currently reviewed every three years)
- Parental Support Leave Policy - (currently reviewed every three years)
- Special Leave Policy (currently reviewed every three years)
- Whistleblowing policy – jointly with F&P (currently reviewed every three years)

There may be other policies discussed that the GB believes matter at a strategic level

The register of pupil attendance and central record of recruitment & vetting checks are reviewed by the chair of governors & the headteacher.

Policy review cycles may change subject to revised guidance from the DfE

The Chair of the Curriculum & Staffing Committee is Maria Kambouri.
The Vice-Chair of the Curriculum & Staffing is Tom Engel

October 2021