SPALDING HIGH SCHOOL
GOVERNING BOARD COMMITTEE STRUCTURE AND TERMS OF REFERENCE

FULL BOARD OF GOVERNORS

CC MD JE RG FH RH DM PM JS MKA + 5 ASSOCIATE NON-VOTING
2 vacancies for a co-opted governor
2 vacancies for parent governor
RED = Local Authority
GREEN = Co-opted
BLUE = Parent

Leadership & Management
Safeguarding (inc CP & bullying) *Safeguarding governor (FH)*
Student Voice & Student Leadership
Equalities *Equal Ops Governor (PB)*
Behaviour & Attendance *Safeguarding governor (FH)*

FINANCE & RESOURCES COMMITTEE (CC RG JS MKA)	**STANDARDS COMMITTEE** (MD JE FH RH DM PM MKA)
Budget Financial Management Staffing & Personnel Premises Health & Safety Business Management Partnerships Performance Appraisal Performance Related Pay	Academic and Pastoral Standards Pupil outcomes & progress data Attendance & Punctuality Teaching & Learning Literacy & Mathematics across the curriculum. CPD Identifiable groups SEND Personal Development & Well Being inc PSHE, SRE, Citizenship, Careers SMSC & British Values
Members to include: H&S governor (JS) Buildings & Site Governor (RG) **Associate Members (non-voting):** School Bursar Deputy Head	**Members include:** Lit & Maths governor (Vacancy) SEND governor (DM) **Associate Members:** Deputy Head Assistant Head (T & L) Assistant Head (Assessment & Reporting) Assistant Head (Student & Community)

The Board of Governors

The Board shall be responsible for monitoring of strategic and leadership and management affairs of the School.

1. Membership of The Board shall consist of the Headmistress, Chair and those governors, ex-officio and associate members nominated by the Full Governing Board (The Board).
2. The Board may co-opt non-governors but such persons have no voting rights.
3. The Board shall appoint its own Chair and Vice-Chair on an annual basis.
4. The quorum for each meeting shall be three full voting governors.
5. The Board is to meet termly (six times per year) and otherwise as required, using the terms of reference as a guide to agenda setting.
6. The Clerk will be responsible for arranging meetings, taking and distributing the minutes (together with other relevant papers) and following up agreed actions.
7. The Board has delegated authority to make its own decisions except where the subject matter requires Local Authority consideration by law or in accordance with the School's established scheme of delegation.
8. The Board remains responsible for any decisions taken on its behalf by the committees.
9. The Board shall be bound by the rules of confidentiality affecting all Governing Body business.
10. The Standing Orders and Terms of Reference were agreed by The Board in March 2024 and shall be reviewed annually thereafter.
11. The Headmistress shall submit reports to The Board at each meeting to update and address areas of specific oversight.
12. There will be a rolling programme of reviewing policies and practices in areas overseen by The Board.

TERMS OF REFERENCE

To take the lead on:

- Monitoring and evaluating the leadership and management of the School, including governance.
- Setting priorities for improvement and monitoring and evaluating the impact of improvement plans which relate to The Board's areas of operation.
- Ensuring inclusive practice relating to protected characteristics.
- Overcoming barriers to learning, including those caused by inequality.
- Parental and community liaison.
- Promoting student voice and student leadership opportunities.
- Ensuring the highest standards of safeguarding.
- Monitoring student behaviour, attendance and suspensions/permanent exclusions.
- Developing and reviewing policies identified within the School's policy review programme and in accordance with its delegated powers.

To accept full delegated responsibility for the discharge of the following duties:

- To systematically gather the views of stakeholders and report on these, in order that outcomes are effectively used to inform planning.
- To Form a Suspensions/P.Ex Committee or Complaints Committee when necessary.

To monitor and evaluate:

- The effectiveness of safeguarding policies and procedures and ensure that the School complies with safeguarding regulations (including child protection and safe recruitment).
- The effectiveness with which the School promotes equal opportunity and tackles discrimination and prejudice.
- The effectiveness of all levels of leadership and management.
- The extent to which students contribute to the School, wider community and student leadership.
- The provision and extent of School charitable events and fundraising activities.

FINANCE & RESOURCES COMMITTEE

The Committee shall be responsible for planning and monitoring the financial, staffing, property and health and safety affairs of the School as delegated to them by The Board.

1. Membership of the Committee shall consist of the Headmistress, Chair and those governors and ex-officio members nominated by The Board.
2. The Committee may co-opt non-governors but such persons have no voting rights.
3. The Committee shall appoint its own Chair and Vice-Chair.
4. The quorum for each meeting shall be three governors.
5. The Committee is to meet termly (six times per year) and otherwise as required, using the terms of reference as a guide to agenda setting.
6. The Committee is to report to each meeting of The Board.
7. The Committee clerk will be responsible for arranging meetings, taking and distributing the minutes (together with other relevant papers) and following up agreed actions.
8. The Committee has delegated power to make its own decisions on behalf of, and without referral to, The Board, except where the subject matter requires The Board's consideration by law or in accordance with the School's established scheme of delegation.
9. The Board remains responsible for any decisions taken on its behalf by the Finance & Resources Committee.
10. The Committee shall be bound by the rules of confidentiality affecting all Governing Body business.
11. The Standing Orders and Terms of Reference were agreed by the Governing Body in March 2024 and shall be reviewed annually thereafter.
12. The Committee shall delegate the day-to-day administration of the budget to the Headmistress and School Bursar.
13. The Headmistress shall submit reports to the Committee at each meeting to update and address the areas of oversight of this committee.
14. The Headmistress may delegate the responsibility for managing specific elements of the budget, staffing and premises to other members of staff, subject to the agreement of The Committee.
15. There will be a rolling programme of reviewing policies and practices in areas overseen by The Committee.

TERMS OF REFERENCE

To take the lead on:

- Monitoring and evaluating the budget allocated to the School to achieve value for money.
- Reviewing staff pay and conditions.
- Agreeing procedures for staff conduct and discipline.
- Setting priorities for improvement and monitoring and evaluating the impact of improvement plans which relate to The Committee's area of operation.
- Developing and reviewing policies identified within the School's policy review programme and in accordance with its delegated powers.
- Ensuring the health & safety of staff, students and visitors to the School.

To accept full delegated responsibilities for the discharge of the following duties:

- Preparation and presentation of an annual budget to The Board for approval.
- Monitor expenditure of all voluntary funds kept on behalf of The Board.
- Agree the level of financial delegation to the Headmistress.
- Ensure that the principles of 'best value' and 'due diligence' are adhered to.
- Review, monitor and evaluate the annual maintenance programme, and ensure, with the Headmistress and Site Manager, that the School premises are maintained to a high standard.
- Consider all issues relating to the maintenance and letting of the School buildings and grounds and health and safety.
- Ensure that the Health and Safety Policy adopted by The Board is upheld and that health and safety issues are appropriately prioritised.
- Recommend an appropriate staffing structure to The Board for approval.
- Participate in the recruitment, selection and appointment of staff.
- Secure the effective and rigorous implementation of performance appraisal and performance related pay procedures.
- Monitor and evaluate the effectiveness of partnerships in securing improved student outcomes.
- To form an Appeals Committee when necessary.

To provide guidance to the full Governing Body for the following, which cannot be delegated:

- Approval of the annual budget.
- Appointment of Headmistress/master, and Deputy Head.
- Approval of the staffing structure for the School.

STANDARDS COMMITTEE

The Committee shall be responsible for planning and monitoring the pastoral and academic development and progress of students and teaching and learning affairs of the School as delegated to the by The Board.

- Membership of the Committee shall consist of the Headmistress, Chair and those governors and ex-officio members nominated by the Governing Body.
- The Committee may co-opt non-governors but such persons have no voting rights.
- The Committee shall appoint its own Chair and Vice-Chair.
- The quorum for each meeting shall be three governors.
- The Committee is to meet three times per year and otherwise as required, using the terms of reference as a guide to agenda setting.
- The Committee is to report to each meeting of The Board.
- The Committee clerk will be responsible for arranging meetings, taking and distributing the minutes (together with other relevant papers) and following up agreed actions.
- The Committee has delegated power to make its own decisions on behalf of, and without referral to, The Board, except where the subject matter requires The Board's consideration by law or in accordance with the School's established scheme of delegation.
- The Board remains responsible for any decisions taken on its behalf by the Standards Committee.
- The Committee shall be bound by the rules of confidentiality affecting all Governing Body business.
- The Standing Orders and Terms of Reference were agreed by the Board in March 2024 and shall be reviewed annually thereafter.
- The Headmistress shall submit reports to the Committee at each meeting which update and address the areas of oversight of The Committee.
- There will be a rolling programme of reviewing policies and practices in areas overseen by The Committee.

TERMS OF REFERENCE

To take the lead on:

- Monitoring and evaluating rates of progress and standards of achievement of students, including any underachieving/vulnerable/identifiable groups.
- Ensuring the well-being and pastoral development of students.
- Ensuring that the curriculum is balanced, broad, meets the needs of all students and complies with statutory requirements.
- Setting priorities for academic and pastoral improvement.
- Monitoring and evaluating the impact of pastoral and academic improvement plans that relate to The Committee's area of operation.
- Developing and reviewing policies identified within the School's policy review programme and in accordance with its delegated powers.

To accept full delegated responsibilities for the discharge of the following duties:

To monitor and evaluate:

- The effectiveness of pastoral and academic leadership and management.
- The impact of quality of teaching on student progress and standards of achievement.
- The annual attendance targets and monitor progress towards achieving these.
- The impact of continuing professional development on improving staff performance.
- The quality of the curriculum in securing high standards of achievement.
- Monitoring curriculum provision of the National Curriculum in KS3 and qualifications in KS4 and KS5.
- The effectiveness and impact of marking, assessment and feedback systems and ensuring compliance with statutory requirements for assessment, recording and reporting.
- The effectiveness and impact of key learning strategies.
- Developing and reviewing policies identified within the School's policy review programme and in accordance with its delegated powers.
- The effectiveness of provision for children with special educational needs and disabilities.
- The impact of strategies used to address standards of achievement or rates of progress within identifiable/vulnerable groups of students.
- Identify and celebrate student achievement.
- Considering complaints from parents and other's about the School's academic and pastoral provision.
- To form an Appeals Committee when necessary.

To monitor and evaluate:

- The effectiveness of pastoral care, guidance and support for students.
- The effectiveness of teaching, learning and the curriculum.
- The deployment of curriculum time and resources.
- The impact of the School's pastoral and academic policies.
- The quality of the School's provision for Careers Education, Citizenship, PSHE & RSHE.
- The extent of students' spiritual, moral, social and cultural development.
- The extent to which the School promotes British Values.
- The extent to which students feel safe and adopt healthy lifestyle choices.

To provide guidance to the full Governing Body for the following, which cannot be delegated:

- Setting realistic and sufficiently challenging statutory end of key stage targets.
- The School's curriculum statement.