

SPALDING HIGH SCHOOL GOVERNING BODY COMMITTEE STRUCTURE AND TERMS OF REFERENCE



FULL GOVERNING BODY

PG AT EF DM PB CC LH SJO JS DW MW RW SW MKA + 5 ASSOCIATE NON-VOTING

RED = Local Authority

GREEN = Co-opted

BLUE = Parent

PUPIL SUPPORT COMMITTEE (EF PG MKA PB LH DW)	FINANCE & RESOURCES COMMITTEE (AT SW MKA PG JS RW)	STANDARDS COMMITTEE (DM CC MKA PG SJO DW MW)
Pastoral Year Reports Attendance/Punctuality Behaviour Personal Development & Well Being (inc PSHE, SRE, Citizenship, Careers) SMSC & British Values Student Voice & Student Leadership Safeguarding (inc CP & bullying) Extra-Curricular Charities & fundraising Equalities	Budgets Financial Management Staffing & Personnel Premises Health & Safety Business Management Partnerships Performance Appraisal and Performance Related Pay	Standards – Pupil outcomes & data (global & internal) Target setting Teaching Learning Literacy & Mathematics across the curriculum. CPD ‘Narrowing the gap’ groups SEND Leadership & Management
Members to include: Safeguarding governor (EF) Equal Ops Governor (**)	Members to include: H&S governor (JS)	Members include: Lit & Maths governor (DW) SEND governor (DM)
Associate Members: Deputy Head. Assistant Head (Student & Community) (6 + 2 non-voting)	Associate Members: School Business Manager Deputy Head (6 + 2 non-voting)	Associate Members: Deputy Head Assistant Head (T & L) Assistant Head (Assessment & Reporting) (7 + 3 non-voting)
FUTURES COMMITTEE		
Members to include: Chair Of Board of Governors. Vice Chair Board of Governors. Committee Chairs. Senior Leadership Team	Long term direction of the School. Long term opportunities and threats. Assessment against inspection frameworks. Support overview of School SDP/SEF.	

PUPIL SUPPORT COMMITTEE

The Committee shall be responsible for planning and monitoring the student safeguarding, pastoral development and well-being affairs of the School as delegated by the Governing Body.

1. Membership of the Committee shall consist of the Headmistress, Chairman and those governors and ex-officio members nominated by the Governing Body.
2. The Committee may co-opt non-governors but such persons have no voting rights.
3. The Committee shall appoint its own Chairman and Vice-Chairman.
4. The quorum for each meeting shall be 4 governors.
5. The Committee is to meet three 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 full Governing Body.
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 full Governing Body, except where the subject matter requires full Governing Body consideration by law or in accordance with the school's established scheme of delegation.
9. The Governing Body remains responsible for any decisions taken on its behalf by the Pupil Support Committee.
10. The Governing Body 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 January 2015 and shall be reviewed annually thereafter.
12. The Headmistress shall submit reports to the Committee at each meeting which update and address the areas of oversight of this Committee.
13. There will be a rolling programme of reviewing policies and practices in areas overseen by this Committee.

TERMS OF REFERENCE

To take the lead on:

- Ensuring the well-being and pastoral development of pupils.
- Promoting community and inclusive practice relating to race, gender and disability equality.
- Overcoming barriers to learning caused by inequality.
- Parental and community liaison.
- 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.

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

- To agree annual attendance targets and monitor progress towards achieving these.

Cont:

- To systematically gather the views of stakeholders and report on these, in order that outcomes are effectively used to inform planning.
- To Form the Exclusion Committee when necessary.

To monitor and evaluate:

- The effectiveness of pastoral care, guidance and support for pupils.
- The impact of the School's punctuality, attendance and behaviour policies.
- The quality of the School's provision for Careers Education, Citizenship, PSHE & SRE.
- Approval of School policies on sex and relationships education and religious education.
- The extent of pupils' spiritual, moral, social and cultural development.
- The extent to which the School promotes British Values.
- The extent to which pupils feel safe and adopt healthy lifestyle choices.
- The extent to which pupils contribute to the School, wider community and student leadership.
- The provision and extent of School charitable events and fundraising activities.
- The effectiveness with which the school promotes equal opportunity and tackles discrimination and prejudice.
- The effectiveness of safeguarding policies and procedures and ensure that the school complies with safeguarding regulations (including child protection and safe recruitment).

FINANCE & RESOURCES COMMITTEE

The Committee shall be responsible for planning and monitoring the financial, staffing and property affairs of the school as delegated to them by the Governing Body.

1. Membership of the Committee shall consist of the Headmistress, Chairman and those governors and ex-officio members nominated by the Governing Body.
2. The Committee may co-opt non-governors but such persons have no voting rights.
3. The Committee shall appoint its own Chairman and Vice-Chairman.
4. The quorum for each meeting shall be 4 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 full Governing Body.
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 full Governing Body, except where the subject matter requires full Governing Body consideration by law or in accordance with the school's established scheme of delegation.
9. The Governing Body remains responsible for any decisions taken on its behalf by the Finance & Resources Committee.
10. The Governing Body 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 January 2015 and shall be reviewed annually thereafter.
12. The Committee shall delegate the day to day administration of the budget to the Headmistress and School Business Manager.
13. The Headmistress shall submit reports to the Committee at each meeting which 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 this 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.

Cont:

- 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 and pupils 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 full Governing Body for approval.
- Monitor expenditure of all voluntary funds kept on behalf of the Governing Body.
- Agree the level of financial delegation to the Headmistress.
- Ensure that the principles of 'best value' 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 Governing Body is upheld and that Health and Safety issues are appropriately prioritised.
- Recommend an appropriate staffing structure to the full Governing Body 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 pupil outcomes.
- To advise the 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, and Deputy Headmistress.
- Approval of the staffing structure for the School.

STANDARDS COMMITTEE

The Committee shall be responsible for planning and monitoring the academic development, progress, teaching and learning affairs of the School as delegated to the by the Governing Body.

1. Membership of the Committee shall consist of the Headmistress, Chairman and those governors and ex-officio members nominated by the Governing Body.
2. The Committee may co-opt non-governors but such persons have no voting rights.
3. The Committee shall appoint its own Chairman and Vice-Chairman.
4. The quorum for each meeting shall be 3 governors.
5. The Committee is to meet three 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 full Governing Body.
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 full Governing Body, except where the subject matter requires full Governing Body consideration by law or in accordance with the school's established scheme of delegation.
9. The Governing Body remains responsible for any decisions taken on its behalf by the Standards Committee.
10. The Governing Body 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 January 2015 and shall be reviewed annually thereafter.
12. The Headmistress shall submit reports to the Committee at each meeting which update and address the areas of oversight of this Committee.
13. There will be a rolling programme of reviewing policies and practices in areas overseen by this Committee.

TERMS OF REFERENCE

To take the lead on:

- Monitoring and evaluating rates of progress and standards of achievement by pupils, including any underachieving/vulnerable groups.
- Ensuring that the curriculum is balanced, broadly based, meets the needs of all pupils and complies with statutory requirements.
- 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.
- Monitoring the impact of initiatives aimed at removing/minimising barriers to learning.

Cont:

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

To monitor and evaluate:

- The effectiveness of leadership and management.
- The impact of quality of teaching on rates of pupil progress and standards of achievement.
- 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 assessment, marking & pupil tracking systems whilst ensuring compliance with statutory requirements for assessment, recording and reporting.
- The effectiveness and impact of key learning skills such as Language for Learning, Thinking Skills, Literacy and Mathematics across the curriculum.
- Approval of School policies on Teaching & Learning, CPD, Assessment, Marking, Literacy and Mathematics across the curriculum.
- Monitor and evaluate the deployment of curriculum time and resources.
- The effectiveness of provision for children with special educational needs and disabilities.
- The impact of any actions or interventions taken to address differential standards of achievement or rates of progress within groups of pupils (eg SEND, medical needs, gender, ability, FSM, E6, Service Children, BME, EAL, CiC etc).
- Identify and celebrate pupil achievements.
- Considering complaints from parents and other's about the School's curriculum.
- To Form the Appeals Committee when necessary.

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.

FUTURES COMMITTEE

1. Membership of the Committee shall consist of the Headmistress, Chairman and those governors and ex-officio members nominated by the Governing Body.
2. The Committee may co-opt non-governors but such persons have no voting rights.
3. The Committee shall appoint its own Chairman and Vice-Chairman.
4. The quorum for each meeting shall be 4 governors.
5. The Committee is to meet four 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 full Governing Body.
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 full Governing Body, except where the subject matter requires full Governing Body consideration by law or in accordance with the school's established scheme of delegation.
9. The Governing Body remains responsible for any decisions taken on its behalf by the Futures' Committee.
10. The Governing Body 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 January 2015 and shall be reviewed annually thereafter.
12. The Headmistress shall submit reports to the Committee at each meeting which update and address the areas of oversight of this Committee.
13. There will be a rolling programme of reviewing policies and practices in areas overseen by this Committee.

TERMS OF REFERENCE

To take the lead on:

- Long term strategic plans and objectives for the School.
- Significant issues relating to the future direction of the School.
- Identifying and planning for key threats and opportunities for the School in the long term.
- Assisting the SLT with the evaluation of the School against current inspection frameworks and ensure weaknesses are identified and addressed.
- Assisting the SLT with a review of the School SDP and SEF.