



Governing Body Committees Terms of Reference and Remits of Sub-Committees Policy

Policy Version			
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21/04/16	1	N/A	LK
17 th March 2017	1.1	Update in light of LGB & Trust review/approval	Jayne Carmichael
16 th November 2017	1.2	Update in light of sub-committee meetings being clerked	Jayne Carmichael

This policy will be reviewed every 12 months or in light of a change to local and Government legislation.

The Dunham Trust's Vision, Aims and Ethos

Together we will

Challenge the ordinary
Promote individuality
Be advocates for change

Across our schools we encourage cross-collaboration and the sharing of best practice. We believe that we are able to help our schools and their young people to aspire to, and achieve, success. We are committed to ensuring that every child and young person has a pathway to succeed and that:

- gives the best possible start in life
- equips them with creativity, spirit and confidence
- enables individuals to appreciate life and equip for further learning
- supports the child in becoming a responsible citizen and contribute to the local community
- celebrates the individual

The Dunham Trust aims to contribute positively to the self-improving school-led system in education across this locality. We believe in true collaboration; working in partnership, investing in people and building capacity for long term, sustainable success. There is both the expectation and opportunity for collaboration across individual Trust schools.

The five schools in The Dunham Trust are:

Acre Hall Primary School
Barton Clough Primary School
Elmridge Primary School
The Orchards Special School
Lime Tree Primary Academy

The Dunham Trust is a growing Trust with very clear educational aims and expectations. One of The Trust's primary aims is to transform the schools within The Trust into sustainable learning communities. We want to create a community of good and outstanding schools with the highest aspirations. The skills and expertise that exist within The Trust will ensure that our academies and young people aspire to, and achieve, success. We achieve this through a well-structured School Improvement Programme which is supported by The Trust's two Teaching Schools.



RESOURCES COMMITTEE (FINANCE, PREMISES & STAFFING COMBINED)

- **Meetings will be held termly**
 - **Membership: 50% of each school local governing body (each local governor is assigned to a sub-committee either resources or teaching & learning)**
 - **Quorum: More than 50% of membership in attendance**
 - **Minute taker: Appointed Clerk**
 - **Membership reviewed: Annually**
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- Review policies on a regular basis and ensure staff are aware of the policies i.e Charging, Financial Management, Grievance & Discipline, Health & Safety, Lettings, Performance Management, Whistle Blowing (this list is not conclusive)
 - To approve the budget plan and monitor variations to the original budget (ensuring governors are provided with up-to-date financial information)
 - To discuss the budget in accordance with school priorities (in line with SDP/SIP) and the longer term priorities of the school
 - To regularly monitor pupil numbers to assess the impact on future delegated budgets
 - To ensure that financial deadlines are met (i.e. approval of budget plan)
 - To undertake an annual review of all expenditure with a view to achieving 'Best Value' with regard to the delegated budget and to ensure that the school's financial performance is in line with the budget and to approve a Statement of Internal Control annually
 - To undertake an annual review of all sources of income to ensure fees and charges remain appropriate
 - To discuss options available to the school prior to the approval of continuation/cessation of contracts including LA Buy Back agreements
 - To recommend the level of delegation afforded to the Head of School, Executive Principal and Business Manager
 - To ensure that there is an annual audit of the school account & to monitor the expenditure of school funds
 - To ensure Business Interest Forms have been signed and dated by all governors (staff should be reminded to advise the Head of any business interest and any interest should be noted)
 - To review the staffing structure/pay whenever a vacancy arises and review procedures for recruitment and selection ensuring that procedures are in place for managing staff levels (including re-deployment, early retirement, redundancy)
 - To ensure that the principles of safer recruitment are adhered to
 - To review the salaries of main scale teachers annually, and make recommendations,
 - To make recommendations relating to the award of discretionary payments for temporary additional responsibility for the approval of the Governing Body
 - To ensure that the budget set reflects salary increases through meeting objectives from the performance management process
 - To ensure any budget carry-overs are accounted for in terms of projected expenditure
 - To ensure CPD (Continuous Professional Development) remains a focus for staff training
 - To monitor the condition of the school premises and consider options for building improvements (review Asset Management Plan)
 - To undertake an annual safety check of the school premises
 - To approve applications for the use of school premises
 - To ensure that the governors' responsibilities regarding litter are discharged under the Environmental Protection Act 1990

- To ensure that the school complies with health & safety regulations and ensure risk assessments are carried out regularly and the asbestos action plan is reviewed (if applicable)
- To review insurance arrangements
- To encourage governors to attend training to enable them to carry out their duties effectively
- To ensure that the school is properly accountable for the financial aspects of its performance (i.e. it deploys resources in line with priorities, achieves planned levels of financial performance, avoids incurring financial loss and waste, receives favourable assessments from internal audit and Ofsted)
- Responsibilities are brought to the attention of new governors
- To ensure meetings are conducted in an open manner, enabling governors to contribute to the discussions
- Any other matters as directed by the Governing Body
- To ensure that all teaching staff & support staff are valued and receive proper recognition for their work and contribution to the school life.

TEACHING & LEARNING COMMITTEE (CURRICULUM/PUPILS)

- **Meetings will be held termly**
 - **Membership: 50% of each school local governing body (each local governor is assigned to a sub-committee either resources or teaching & learning)**
 - **Quorum: More than 50% of membership in attendance**
 - **Minute taker: Appointed Clerk**
 - **Membership reviewed: Annually**
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- To monitor the SDP (school development plan)
 - Ensure a broad and balanced curriculum is provided and ensure governors have a knowledge of how the curriculum is taught, evaluated and resourced
 - To receive reports on school innovations and how the school is responding to legislative requirements in the curriculum
 - Review Policies on a regular basis and ensure staff are aware of the policies with feedback from Link Governor visits to school eg Behaviour & Discipline, Child Protection, Collective Worship, Complaints, Curriculum, Data Protection, First Aid, Freedom of Information, Gifted & Talented, Home School Agreement, PSHCE, Race Equality, RE, SEN (this list is not conclusive)
 - To ensure that the requirements of children with SEN and looked-after children are met and to ensure that the school has a designated member of staff for co-ordinating child protection within school & liaising with other agencies
 - To review the School Prospectus
 - To review the provision for Collective Worship and RE
 - To review, after consultation with the Head of School, staff, parents and pupils, policies on welfare, health & safety of pupils and the dress and appearance of pupils with due regard to their spiritual, moral, cultural & social well-being whilst encouraging opportunities for their personal development
 - To review the procedures for school journeys, visits and residential activities – ensure thorough risk assessments have taken place and policies have been reviewed on charging, remission and conduct of these visits
 - To consider school improvement targets and monitor the progress of pupils
 - To ensure that racist incidents and incidents of physical intervention are recorded and reported to the LGB
 - To consider ways of promoting the school in the community, developing positive links and providing extended services for the local community
 - To review the information provided on published school performance data
 - To consider all issues regarding the welfare of pupils with due regard to their spiritual, moral, cultural and social well-being, whilst encouraging opportunities for their personal development
 - To promote extra-curricular activities and assist the school when planning for any special events in school
 - To promote community cohesion
 - To monitor patterns of attendance and exclusions and to receive statistical information on any (un-named) pupil exclusions
 - To ensure records are up-to-date (ensure checks have been carried out on all staff and there is evidence in school of these checks)

- To link governors to a class to liaise with the teacher and gain experience of the curriculum taught
- Any other matters as directed by the Governing Body, standing agenda items include reference/feedback/updates of:
 1. Teaching & Learning SDP
 2. Quality of Teaching
 3. Attainment & Achievement of Cohorts & Groups of Pupils
 4. Internal Moderation Opportunities
 5. Use of PE and Sport Premium
 6. Use of Pupil Premium
 7. Training & CPD
 8. Curriculum SDP