Barndale House School
Agreed 24 April 2018

STRATEGIC POLICY AND DIRECTION COMMITTEE – Terms of Reference

Membership: The Panel for the Committee shall consist of five Governors, however when meeting as a Hearing Body or Appeals Panel this will have only three Governors.

Quorum: The Quorum must be three governors

Chair: To be agreed by the committee.

Clerk: To be appointed by the committee.

Frequency of meetings: As required but no less than once each term.

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CURRICULUM DUTIES

Annually review the Curriculum Policy for approval by the governing Body.

Make recommendations to the governing body on the arrangements for collective worship and the provision of religious education.

Make recommendations to the governing body on the policy for the provision of sex education and the delivery of PSHE in school.

Advise the Governing body on arrangements required for pupils with special educational needs.

Consider complaints relating to the curriculum and to advise the governing body (Hearing Body)

SCHOOL IMPROVEMENT DUTIES

Annually review the School Improvement Plan and advise the Governing Body on priorities for the key areas.

Analyse data relating to the school's performance and to agree targets for pupil achievement.

Monitor and evaluate pupil progress, in all subjects and to review regularly subject policies.

Succession Planning.

POLICY REVIEW DUTIES

Undertake a cyclical review of all school policies; agreeing changes and making recommendations to the governing body in areas that may not be delegated.

Policies include, but are not restricted to:

- Leave of Absence
- Whole School Pay Policy
- Health & Safety Policy
- Lettings & Charges Policy
- Child Protection
- Anti Bullying
- Admissions

APPEALS

Hear appeals against a decision made by another committee of the Governing body. This will include appeals over capability or disciplinary action, dismissal and pay (Appeals Panel) (excluding support staff grading issues).

[Hear admissions appeals (Appeals Panel).- Aided/Foundation Schools only]

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RESOURCE MANAGEMENT COMMITTEE – TERMS OF REFERENCE

Membership: The Panel for the Committee shall consist of five Governors, however when meeting as a hearing Body this will have only three Governors.

Quorum: The quorum must be three governors.

Chair: To be agreed by the committee.

Clerk: To be appointed by the committee.

Frequency of meetings: As required but no less than once each term.

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FINANCIAL DUTIES

Set the annual budget for the school.

Ensure appropriate advice is sought before entering into contracts, in line with the LEA's financial regulations.

Authorise the virement of funds between budgets and inform the County Council.

Approve arrangements for the audit of funds received other than from the L.A.

Advise the governing body on any matters arising from the audit of the school's accounts and School Financial Value Standards.

Monitor the budget and to advise the governing body as necessary on financial matters.

Agree with the Head Teacher, expenditure on capital projects not falling within the planned budget.

Authorise signatories for the school bank account.

Determine the levels of charges for lettings.

Make recommendations annually to the governing body on a three year financial strategy, having particular regard to the School Improvement Plan.

Advise the governing body on any issues arising from financial matters.

STAFFING DUTIES

Appointments of staff other than the Head (full governing body duty) except where delegated to the Head.

Reviewing the staffing structure of the school whenever necessary.

Consider applications from staff for secondments, extended leave etc., that the Head feels are necessary to refer to the Governing Body (Hearing Body).

Hear and determine sanctions, suspensions and dismissals in cases that are referred to the Governing Body under the Governing Body's procedures (Hearing Body).

Consider applications for early retirement and redundancy, acting as a hearing body in cases of redundancy.

Consider recommendations for performance pay progression and appropriate remuneration under the whole school pay policy (starting salaries determined at appointment).

PREMISES DUTIES

Make recommendations to the governing Body on capital works and improvements;

Prepare an annual programme of repairs, maintenance and decoration;

Security of the school premises and fire safety measures, including alarm systems and fire drills;

To oversee arrangements for grounds maintenance and the requirements of the environmental Protection Act 1990 concerning litter and refuse.

PUPIL DISCIPLINE & COMPLAINTS

Review the use of exclusion within the school.

Consider the views of the Head Teacher and of parents of excluded pupils (Hearing Body).

Decide whether or not to confirm exclusions of more than five school days and those where a pupil would miss an opportunity to take a public examination(Hearing Body).

Hear all formal complaints against the Head Teacher, an individual member of staff or the Governing Body (Hearing Body).

HEAD TEACHER PERFORMANCE MANAGEMENT GROUP

(2 named Governors as determined by the Governing Body)