**KIELDER PRIMARY SCHOOL**

**Agreed Date: 27/09/2023**

**CURRICULUM AND STANDARDS COMMITTEE – Terms of Reference**

**(Mr Lee Ferris, Mr Steve Jones, Mr Steven Carney, Miss Leanne Little)**

**Membership:** The Committee shall consist of [3+] Governors.

**Quorum:** The quorum must be three governors or 50% of the committee whichever is greater.

**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 for approval by the Governing Board ensuring it is compliant with statutory requirements

Ensure that the curriculum meets the needs of all pupils regardless of ability, age, sex or ethnicity.

Consider complaints relating to the curriculum and to advise the Governing Body or Hearing Body

**SCHOOL IMPROVEMENT DUTIES**

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

Consider pupil progress data on at least a termly basis. Consider any external reports [e.g., SIP/OFSTED] on pupil progress

Monitor progress of SEND pupils & ensure policies etc are compliant/fit for purpose.

Monitor progress of disadvantaged pupils

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.

**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.

* See appendix 1 – Policies & Tasks

**POLICY AND RESOURCES COMMITTEE – TERMS OF REFERENCE**

**(Mr Lee Ferris, Mr Steve Jones, Mrs Paula Barry, Rev Claire Maxim and Mrs Leanne Jones)**

**Membership:** The committee shall consist of [3+] governors.

**Quorum:** The quorum must be three governors or 50% of committee whichever is greater

**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 & present to the full Governing Board for approval

Maintain a three-year financial plan, informed by the school’s vision and priorities

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

Consider financial benchmarking & inform the full Governing Board of any significant issues.

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 at least once a term and 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.

With the Head determine the levels of charges for lettings.

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 staff wellbeing on an ongoing basis and monitor staff absence rates

Select a hearing body of 3 from members of the committee to consider applications from staff for secondments, extended leave etc., that the Head feels are necessary to refer to the Governing 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.

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

**PREMISES DUTIES**

Working with Head/SLT to monitor health & safety in the school

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.

**HEAD TEACHER APPRAISAL COMMITTEE**

Usually 2 governors plus SIP. This committee has the delegated power to consider the Head’s performance & set new targets.

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**APPEALS COMMITTEE**

**MEMBERSHIP:**

The number of governors hearing any appeal must be equal to or greater than that of the committee taking the original decision. None should have taken part in the original decision.

**CHAIR:**

To be appointed by the committee.

**CLERK:**

To be appointed by the committee.

**FREQUENCY OF MEETINGS:**

As required.

**TERMS OF REFERENCE:**

1. Hearing appeals against a decision made by another committee of the Governing Body. These will include appeals over capability or disciplinary action, dismissal, and staff salaries.

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**PUPIL DISCIPLINE COMMITTEE**

**MEMBERSHIP:**

The Committee shall consist of three governors

**QUORUM:**

The quorum must be three governors.

**CHAIR:**

To be appointed by the committee

**CLERK:**

To be appointed by the committee.

**FREQUENCY OF MEETINGS:**

As required.

**TERMS OF REFERENCE:**

To review a school exclusion as below

Considering the views of the Headteacher and of parent/carers of excluded pupils.

Deciding whether or not to confirm exclusions of more than five school days

or those where a pupil would miss an opportunity to take a public examination.

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**COMPLAINTS COMMITTEE**

**MEMBERSHIP:**

The committee shall consist of three governors.

**QUORUM:**

The quorum must be three governors.

**CHAIR:**

To be appointed by the committee.

**CLERK:**

To be appointed by the committee

**FREQUENCY OF MEETINGS:**

As required.

**DELEGATION TO THE HEAD TEACHER**

**Kielder Primary School – Agreed Date: 27/09/2023**

The Head teacher will be responsible for the day-to-day management of the school in accordance with the professional responsibilities outlined within the School Teachers’ Pay and Conditions Document.

Additionally, the Governing Body will delegate some of its functions to the Head Teacher. The nature and extent of the functions that are delegated must be formally defined by the Governing Body and reviewed on an annual basis. In broad terms, this would mean: (GB to determine)

**Staffing:**

* Undertake casual staff appointments to ensure the delivery of the curriculum and within the limits of the budget allocation and income generated from the schools supply scheme insurance and other specific income.
* Undertake temporary appointments to maintain the delivery of the curriculum within the limits of the agreed staffing structure (except where additional SEN funding may be allocated).
* Undertake permanent support staff appointments for certain categories of staff (specifically PTSAs and Cleaners).
* Make arrangements for the sanction, suspension or dismissal of staff (act as Hearing Body as required) with sanctions further delegated to Nominated Officers appointed by the Head or Chair.
* Ensure compliance with appraisal and performance pay progression arrangements in accordance with the school’s pay policy.

**Operational Management:**

* Consistent and fair application & administration of all policies and procedures agreed by the governing body.
* Undertake consultation prior to and briefings to support implementation following adoption of new and revised policies and procedures.
* Compliance with all statutory requirements and the scheme for financing schools in Northumberland.

**Finance:**

* Day to day financial management of the school within the parameters of the agreed operational budget
* Maintenance of adequate and effective systems of internal financial control for all monies managed by the school.
* Monitoring of the operational budget, income, expenditure and commitment, on a day-to-day basis
* Not less than termly, written reports to be presented to the GB – to include commentary on under/overspends and commitments
* Requests for significant changes to be presented to the GB in report form including cost/benefit analysis of priorities in current and future years
* Meeting the requirements of the Schools Financial Value Standards
* Virement between expenditure codes (to be set by Board, **limit** £5,000 (or ½ % of the budget share whichever is the greater)
* Virement between income codes (to be set by Board, **limit** £5,000 (or ½ % of the budget share whichever is the greater)
* Disposition of additional SEN funding (in year increases) to ensure continuity of provision
* Virement from contingency up to (to be set by Board, **limit** £5,000 (or ½ % of the budget share whichever is the greater) in any instance
* Negotiation of goods and service contracts within the limits of the agreed operational budget (to be set by Board, **limit** £5,000 (or ½ % of the budget share whichever is the greater)
* Sales of goods (e.g., uniform)
* Disposal of assets – as agreed/identified by the Governing Body
* **Additional:**
* Such other tasks and duties that from time to time may be required and specifically delegated.

**Appendix 1 – Policies & Tasks**

**The below policies cannot be delegated to a committee**

Admission arrangements [not maintained schools]

Protection of biometric information of children in schools and colleges

Early career teachers (ECTs)

Staff discipline, conduct and grievance (procedures for addressing)

Teachers’ pay

Accessibility plan

Child protection policy and procedures

Children with health needs who cannot attend school

Special educational needs and disability

To draft the content of the school behaviour policy and publicise it to staff, students, and parents.

**These tasks cannot be delegated to a committee**

Appoint selection panel for headteacher/deputy head

Ratify or reject decisions of appointed selection panels

To consider whether or not to exercise delegation of functions to individuals or committees