



Brampton Abbots CE Primary School



Bridstow CE Primary School



Oak Meadow Federation

Terms of Reference for GB Committees Policy

This policy will be reviewed and updated by the Governing Body at least every three years. All references to 'the school' imply both Brampton Abbots and Bridstow Primary Schools.

Policy approved by Governing Body on 13th July 2020

Signed Daniel Brearey, Headteacher

Paul Mason, GB Chair

Policy due for review July 2023

TERMS OF REFERENCE FOR GOVERNING BODY SUB-COMMITTEES

TEACHING AND LEARNING Sub-COMMITTEE

Membership To consist of not less than 6 governors including the Headteacher

Quorum Five members of the sub-committee

1. To oversee relevant priorities within the school development plan or as raised by the Head teacher.
2. To monitor how the curriculum, including RE, is taught, evaluated and resourced.
3. To monitor progress towards clear targets by key stage, core subjects, year group, gender and ethnic groups and to note successes and areas for further development.
4. To consider reports on the school's performance data relative to national averages and similar schools. This will include attainment, attendance and exclusions data.
5. To monitor the use of Pupil Premium funding and Sports Premium funding and its impact.
6. To monitor safeguarding arrangements and to ensure that all statutory requirements are met.
7. To monitor and evaluate provision for and progress of pupils with special educational needs and other vulnerable children.
8. To monitor and oversee the school's Admissions procedures.
9. To monitor performance reviews and carry out all pay reviews.
10. To act as the first stage of the formal process by which all employees can raise questions and concerns about their pay.
11. To assist with new appointments to the School where necessary.
12. To ensure that all H&S procedures are kept up to date.
13. To ensure that suitable risk assessments have been prepared and action taken to minimise risk.
14. To review at regular intervals policies including: Appraisal & Capability, Safeguarding & Child Protection and Complaints policies.
15. To ensure all committee members have appropriate induction and on-going training.
16. To provide feedback to the full governing body at each of their meetings.

FINANCE AND RESOURCES Sub-COMMITTEE

Membership To consist of not less than 6 governors including the Headteacher

Quorum 50% of the sub-committee

1. To propose an annual budget, to the Governing Body, built on achieving key priorities and accurate forecasts of spending, that ensures our key aims of excellent learning and high achievement are achieved for current pupils, whilst ensuring adequate but not excessive resources are available for future years.
2. To monitor the execution of the budget by reviewing at each meeting a financial monitoring report detailing actual expenditure and income against the budget, and forecasts for the end of year position.
3. To decide, where necessary, amendments to the budget to address changes in priorities and spending patterns, during the school year.
4. To ensure adherence to LA Financial Regulations and Finance Policy at all times and to enforce such procedures as are necessary to prevent fraud.
5. To create and maintain a staffing establishment for the whole school showing all posts with relevant information about their pay and grading.
6. To oversee the preparation, tendering, adoption, and implementation of contracts.
7. To agree the level of delegation to the Headteacher for the day-to-day financial management of the federation
8. To ensure that the school funds and governors' funds are spent in accordance with their aims and to ensure the audit of non-public funds for presentation to the Governing Body.

9. To review annually the Finance Policy and at prescribed intervals other policies including: Charging and Whistleblowing policies
10. To identify priorities for improvement and decide allocation of resources.
11. To ensure that school buildings and grounds are safe and well maintained.
12. To ensure that all H&S procedures are kept up to date and followed as identified by the appointed Health & Safety advisor
13. To contribute to the formation and regular updating of Asset Management plans.
14. To monitor the letting of premises and all out of hours use.
15. To review at regular intervals policies including: Lettings and Health & Safety policies.
16. To ensure all committee members have appropriate induction and on-going training
17. To provide feedback to the full governing body at each of their meetings