



Terms of Reference

The Woodlands

Approved by:	Management Committee	Date: Nov 23
Last reviewed on:	Sept 23	
Next review due by:	Nov 24	

**The Woodlands
Full Management Committee**

No:

CHAIR: n

VICE CHAIR:

Terms of Reference

Strategic Leadership and Accountability:

- In collaboration with school leaders determine a clear and explicit vision for the future. Ensure this is communicated to the whole organisation.
- Set strong and clear values and ensure these are embedded across the organisation and adhered to.
- Determine the strategic direction for the school.
- Monitor and evaluate pupil progress and attainment by receiving reports and information from the Executive Headteacher and other school leaders; compare against national and local benchmarks over time.
- Receive reports from committees, working parties or individuals and agree actions.
- Approve the SEF and monitor throughout the year.
- Approve the School Improvement Plan priorities and monitor throughout the year progress towards agreed actions.
- Ensure there is a transparent system for performance management of all staff which is clearly linked to the school's priorities. Have oversight of staff performance throughout the year.
- Ensure there are mechanisms in place to listen to and respond to the views of parents/carers, pupils, staff, local communities and employers.
- Agree recruitment process to be followed in relation to Senior Leader posts; where delegated ratify appointments.
- Final approval of the annual budget plan.
- Monitor the school's budget throughout the year.
- Agree virement and expenditure limits for the Executive Headteacher.
- Hold at least 3 meetings each academic year. Ensure that committee meetings are held in accordance with the agreed terms of reference.

People and Structures:

- Elect and/or remove Chair of the Management Committee and Vice Chair of the Management Committee.
- Appoint Committee Chairs or delegate to each committee.
- Consider and agree delegation of functions to individuals or committees.
- Agree committee terms of reference and membership.
- Establish a register of Members business interests.

- Ensure Members information on the Get Information About Schools (GIAS) register and the school website is up to date and compliant with current requirements.
- Confirm the Instrument of Government and subsequent amendments.
- Appoint Co-opted, Local Authority and where necessary Parent members to the Board.
- Review and monitor the Member Induction Process.
- Have regard for Members professional development.
- Where necessary, suspend or remove Members from the Committee.
- Appoint/dismiss the Clerk to the Management Committee.

Compliance and Evaluation:

- Consider business provided by Local Authority and other sources
- Suspend or end suspension of staff members.
- Ensure all statutory policies are in place and there is an effective policy review cycle.
- Review and agree the Member's Code of Conduct.
- Confirm arrangements for completion of a Member's Skills Audit.
- Ensure there is regular self-evaluation and review of individual's contribution to the Committee as well as the Committee's overall operation and effectiveness.
- As necessary, consider an external review of the Committee's effectiveness.
- Ensure school website is up to date and compliant with current DfE requirements.

Curriculum and Standards Committee

CHAIR:

Terms of Reference

- Elect Chair (if delegated by full Management Committee).

Curriculum Planning and Delivery:

- Review, monitor and evaluate the curriculum offer.
- Contribute to the development and monitoring of the:
 - Self Evaluation form
 - School Improvement Plan
 - Targets for school improvement
- Develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. sex education and pupil discipline/behaviour).
- Ensure that the school's policy on SEND is consistent with the Code of Practice and Equalities Act and receive termly reports from the Executive Headteacher/SENDCo and an annual report from the member of the Management Committee responsible for SEND.
- Ensure the SEND Policy is monitored and reviewed regularly and that the policy is known to parents/carers.
- Ensure the school complies with the provisions of the Equalities Act 2010.
- Where necessary ensure that the 14-19 curriculum is broad-based and provides vocational training as well as academic qualifications.
- Where necessary ensure that all pupils have access to careers advice.

Assessment and Improvement:

- Monitor and evaluate the effectiveness of leadership and management.
- Monitor and evaluate the quality of teaching and learning and the impact on rates of pupils progress and standards of achievement
- Monitor and evaluate the impact of continuing professional development on improving staff performance.
- Receive pupil progress and achievement data; monitor and evaluate rates of progress and standards of achievement against agreed targets for all pupils and for all groups of pupils.
- Monitor and evaluate provision for all groups of vulnerable children e.g. looked after children and ensure all their needs have been identified and addressed.
- Monitor and review impact of Pupil Premium, Sports Premium, Early Years Premium and Year 7 Catch-Up funding.
- Monitor and review pupil attendance data against attendance targets.
- Monitor and review pupil exclusion information.
- Set priorities for improvement and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.

- Regularly review the Assessment Policy and ensure that the policy is operating effectively.
- Ensure the school is fulfilling its responsibilities regarding child protection and the requirements of 'Keeping Children Safe in Education'
- Receive reports from external sources and agree actions to address recommendations; monitor and evaluate progress made.
- Ensure all children have equal opportunities.
- Ensure Safeguarding policies are adhered to; monitor and review all safeguarding policies/procedures within school.
- Advise the Finance and Premises Committee on the relative funding priorities necessary to deliver the curriculum.
- Monitor pupils' attitudes, values and development of other personal qualities within the school through the provision of R.E. and PHSCE. Ensure parents are informed of the right to withdraw their child.

Engagement:

- Monitor the school's publicity, public presentation and relationships with parents/carers and the wider community.
- Identify and celebrate pupil achievements.
- Oversee and monitor arrangements for out of hours provision, extra-curricular activities and educational visits including overnight stays.
- Ensure that adequate provision is made for pupil transition.
- Ensure all statutory requirements for reporting and publishing information are met.
- Review and monitor the school's website to ensure that it is accessible and fully compliant with current DfE requirements.
- Ensure the school works well with its community, parents and other schools.

MEETINGS: at least termly

QUORUM:

DISQUALIFICATIONS: None

Finance, Premises and Personnel Committee

CHAIR:

- Elect Chair (if delegated by full Management Committee).

Finance:

- In conjunction with the Executive Headteacher to draft and propose the first formal budget plan of the financial year for approval by the full Management Committee.
- Establish and maintain an up-to-date three year financial plan, taking into account priorities in the School Improvement Plan, roll projection and signals from central government and the LA regarding future years' budget.
- Ensure that priorities detailed within the School Improvement Plan are appropriately costed and are reflected in the annual budget.
- Monitor the budget position statement to identify and address any anomalies from the anticipated position and report termly to the full Management Committee.
- Review and monitor outstanding debts and action taken.
- Review and monitor Direct School Meals Provision by income and expenditure statements.
- Review the year end outturn report.
- Monitor and approve virements and expenditure over the Executive Headteacher's delegated limit.
- Appraise and approve spending decisions where competitive quotations or tenders are required.
- Ensure the school operates within the financial regulations of the Local Authority and the requirements of the DfE Schools Financial Value Standard (SFVS).
- Approve annually the Schools Financial Value Standard (SFVS) submission prior to the 31 March deadline and monitor the implementation of any identified actions.
- Monitor expenditure of all voluntary funds held on behalf of the Management Committee by review of an audited annual statement of income and expenditure.
- Annually review the outcomes of the asset register stock check and approve the disposal of obsolete items.
- Ensure appropriate use of the Early Years Premium, Pupil Premium, Sports Premium, Year 7 Catch-Up Premium.
- Review and monitor all financial policies including lettings, charging and remissions and expenses policies.
- Consider and promote income generation.
- Annually review income generated from contracts and lettings; oversee the use of premises by outside users.
- Ensure all appropriate insurances are in place.
- Annually review and approve the school's Financial Procedures Manual.
- Monitor service level agreements annually and make decisions in respect of service level agreements ensuring value for money.

- Make decisions on expenditure following recommendations from other committees.
- Ensure pay decisions can be appropriately funded.
- Ensure as far as is practical that health and safety issues are appropriately funded in accordance with agreed priorities.
- Annually review financial benchmarking data.
- Monitor the implementation of actions arising from the Internal Audit report or of a financial nature from other inspection regime reports.

Premises:

- Establish, review and monitor the Health and Safety Policy ensuring that the school meets health and safety requirements.
- Ensure actions are taken in respect of relevant health and safety legislation.
- Ensure that premises and the learning environment are maintained and are fit for purpose.
- Provide support and guidance for the Executive Headteacher and Management Committee on all matters relating to the maintenance and development of the premises and grounds, including health and safety.
- Ensure that an annual inspection of the premises and grounds is undertaken and a report received identifying any issues. Inform the Management Committee of the report and set out a proposed order of priorities for maintenance and development for the approval of the Management Committee.
- Ensure professional surveys and emergency works are arranged as necessary.
- Oversee the use of premises by outside users.
- Establish and keep under review an Accessibility Plan and an Asset Management/Building Development Plan.
- Monitor data on accidents and incidents.

Staffing:

- Carry out an annual review of the staffing structure in consultation with the Executive Headteacher
- Ensure the school is sufficiently staffed to fulfil the effective operation of the school and the School Improvement Plan (SIP).
- Oversee the recruitment and selection procedures for all staff.
- Make recommendations on personnel-related expenditure.
- Develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. Appraisal, Whistleblowing, Recruitment and Selection).
- Keep under review work/life balance, working conditions and well-being including monitoring attendance management.
- Review the Single Central Record to ensure compliance with current statutory guidance.
- Approve the Staff Code of Conduct and ensure all staff are aware.

MEETINGS: at least annually

QUORUM: 3

DISQUALIFICATIONS: where there may be a conflict of or pecuniary interest; any member whose spouse/partner is involved

VIREMENT AND EXPENDITURE LIMITS

Virement Limits		Expenditure Limits	
Limit set for Executive Headteacher without prior written approval of Chair of Management Committee <i>Where the cumulative effect of multiple virements on the same budget heading exceeds this limit, details are to be reported to the next Finance, Premises and Personnel Committee meeting for information and retrospective approval</i>	£10,000	Any items of expenditure up to	£5,000
Limit set for Executive Headteacher with approval from Chair of Management Committee <i>A log of these approvals will be maintained and details reported to the next Finance, Premises and Personnel Committee meeting.</i>	£10,001 to £15,000	Above this limit if item was previously notified to the Management Committee.	
Prior Finance, Premises and Personnel Committee or Chair of Management Committee approval (whichever is the soonest) to be sought outside of these limits and reported to the Finance, Premises and Personnel Committee at the earliest opportunity.			

NB Any goods/services purchased and works to be carried out are subject to Durham County Council Contract Procedures Rules (January 2020).

Procurement – Financial Thresholds

- Between £500 and £5000 single quotation
- Between £5001 and £50,000 at least three written quotations from capable suppliers
- Between £50,001 and £189,330 open Tender advertised via school website.
- Over £189,330 open or restricted Tender, advertised on school website *and* in OJEU

First / Pay Review Committee

CHAIR:

Terms of Reference

- Elect Chair (if delegated by full Management Committee).
- Annually agree the Teachers' Pay Policy.
- Act in accordance with the Teachers' Pay Policy when carrying out the annual review of teachers' salaries.
- Report to the Finance, Premises and Personnel Committee on pay review related expenditure.
- Consider any requests made in accordance with personnel policies e.g. flexible working, leave of absence etc. (unless delegated to the Executive Headteacher).
- Make any decisions under the personnel procedures adopted by the Management Committee e.g. disciplinary, grievance, ill-health, capability etc. (Unless delegated to the Executive Headteacher).
- Deal with matters relating to staffing reductions.

MEETINGS: at least annually

QUORUM:

DISQUALIFICATIONS: Executive Headteacher; Chair of the Management Committee (if have prior knowledge); where there may be a conflict of interest; any Member whose spouse/partner is involved; staff (annual pay review and matters relating to staffing reductions)

Delegation to the Executive Headteacher

School Staffing (England) Regulations 2009

The Management Committee can delegate the power to appoint outside the leadership group to:

- The Executive Headteacher
- One or more Members with the right of the Executive Headteacher to advise
- One or more Members and the Executive Headteacher

Appointments:

The Management Committee delegates as follows responsibility for the appointment of:

- Permanent teaching staff posts – Executive Headteacher plus one or more members
- Permanent support staff posts – Executive Headteacher plus one or more members
- Temporary staff – Executive Headteacher or Head of School

Dismissals:

The Management Committee delegates to the Executive Headteacher responsibility up to and including first written warning / first and final written warning / dismissal of:

- All staff other than Executive Headteacher
- Executive Headteacher to the Management Committee

Lifting Suspensions:

Delegation to the Chair of the Management Committee for all staff (excluding the Executive Headteacher)

First/Pay Review Committee for the Executive Headteacher

Appeals Committee

CHAIR:

Terms of Reference

- Elect Chair (if delegated by full Management Committee).
- Consider any appeal against a decision made under the personnel procedures adopted by the Management Committee.
- Consider any appeal against a decision made by the First/Pay Review Committee during the annual review of teachers' salaries.
- Consider any appeal against selection for redundancy through a staffing reduction process.
- Consider complaints against the school in accordance with the agreed school Complaints Procedure.

MEETINGS: as and when required.

QUORUM: Must have at least the same number of Members as were present at the original hearing.

DISQUALIFICATIONS: Executive Headteacher; Chair of the Management Committee (if have prior knowledge); any Member involved in the original hearing; where there may be a conflict of interest; any Member whose spouse/partner is involved; staff (appeals in relation to salary or staffing reduction decisions)

Executive Headteacher's Performance Review Committee

LEAD member:

Terms of Reference

- Set, with the support of the External Advisor (EA) or Education Development Partner (EDP) Executive Headteacher's annual performance objectives.
- Monitor throughout the year the performance of the Executive Headteacher against agreed performance objectives.
- Review, with the support of the External Advisor (EA) or Education Development Partner (EDP) achievement of performance objectives.
- Make recommendations to the First/Pay Review Committee in respect of the Executive Headteacher's annual pay progression.

MEETINGS: Autumn Term plus monitoring meetings

DISQUALIFICATIONS: Executive Headteacher and staff