

**THE WOODLANDS****MANAGEMENT COMMITTEE****CHAIR: S Green****VICE CHAIR: C Lee**Terms of Reference

Strategic Leadership and Accountability:

- Work with school leaders to set a clear vision with a focus on pupil progress, achievement, and wellbeing. Ensure this is communicated to the whole organisation and reviewed regularly.
- Set the values for the organisation and ensure these are embedded throughout the organisation and adhered to.
- Determine the strategic direction for the school.
- Monitor that school leaders are keeping up with their statutory duties in relation to the maintenance of the Single Central Record (SCR).
- Monitor and evaluate pupil progress and attainment by receiving reports and information from the 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.
- Review and agreed the school's Business Continuity Plan annually.
- Ensure the wellbeing of staff and that staff workload is managed.
- 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 the 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 expenditure limits for the 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 Governance Structures:

- Elect and/or remove Chair of Management Committee and Vice Chair of 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.
- Agree quorums for committee meetings.
- Agree voting rights for Associate Members.
- Establish and maintain 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 Management Committee.
- Review and monitor the Member Induction Process.
- Have regard for Members professional development
- Where necessary, suspend or remove Members from the Management Committee.
- Appoint/dismiss the Clerk to the Management Committee.

#### Compliance and Evaluation:

- Agree annually the School Financial Value Standard (SFVS) Self-Assessment Checklist prior to the 31 March deadline and monitor the implementation of any identified actions.
- Consider business provided by Local Authority and other sources.
- Suspend or end suspension of staff members.
- Ensure all statutory and non-statutory policies are in place and there is an effective policy review cycle.
- Review and agree the Governor Code of Conduct.
- Confirm arrangements for completion of a Governor Skills Audit.
- Ensure there is regular self-evaluation and review of individual's contribution to the Board as well as the Board's overall operation and effectiveness.
- As necessary, consider an external review of the Board's effectiveness.
- Ensure the school website is up to date and compliant with current DfE requirements.

## **FINANCE, PREMISES AND PERSONNEL COMMITTEE**

### **CHAIR:**

#### Terms of Reference

- Elect Chair (if delegated by full Management Committee)

#### Finance:

- Review and agree 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 budget 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 capital and revenue budget position statements 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 Quarterly Written Report and Financial Report.
- Monitor and authorise expenditure including those over the Headteacher's delegated limit.
- Consider and approve spending decisions where competitive quotations or tenders are required in accordance with the current Contract Procedures Rules.
- Ensure the school operates within the financial regulations of the Local Authority and the requirements of the DfE Schools Financial Value Standard (SFVS).
- Monitor the implementation of any actions identified in the Schools Financial Value Standard (SFVS).
- Monitor expenditure of all voluntary funds held on behalf of the Management Committee and receive 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.
- Oversee use and monitor impact all additional grant funding e.g. Pupil Premium.
- Consider and promote income generation.
- Annually review income generated from lettings, fees and charges, funding raising activities and the sale of assets.
- Monitor Extended Care provision including review of annual income and expenditure statements where applicable.
- Ensure the school has appropriate insurance cover in place.
- Annually review and adopt the school's Financial Procedures Manual and all other finance related policies.
- Annually review and make decisions in respect of service level agreements and other contracts and lettings.
- Make decisions on expenditure following recommendations from other committees.
- 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.

- Ensure any instances of fraud or financial irregularity are reported immediately to the Head of Education and Skills and Chief Internal Auditor and Corporate Fraud Manager.

Premises:

- Annually approve 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.
- Receive an annual Health and Safety Audit Report and monitor any arising actions.
- Ensure that premises and the learning environment are maintained and are fit for purpose.
- Provide support and guidance for the 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 that priorities for maintenance and development are identified.
- Ensure professional surveys and emergency works are arranged as necessary.
- Oversee the use of premises by outside users.
- Annually review the school’s Accessibility Plan and Asset Management/Building Development Plan.
- Receive and consider the recommendations from the annual Energy Report.
- Ensure appropriate Risk Assessments are carried out and reviewed on a regular basis.
- Ensure inspections of the school site, buildings and equipment take place annually and at appropriate intervals and that reports are shared.
- Monitor data on accidents and incidents.

Personnel:

- Carry out an annual review of the staffing structure in consultation with the Headteacher and Finance and Premises Committee.
- 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.
- Keep under review work/life balance, working conditions and well-being including monitoring attendance management.
- Ensure that regular monitoring of the Single Central Record is undertaken and that it is up to date and compliant with current statutory expectations.
- Ensure that the school’s policy on safeguarding and child protection is compliant with the most recent KCSIE guidance and DSCP expectations.

<b>MEETINGS</b>	At least termly
<b>QUORUM</b>	3
<b>DISQUALIFICATION</b>	• where there may be a conflict of or a pecuniary interest.

### Delegation to the Headteacher

The School Standards and Framework Act 1998

The Management Committee can delegate to the Headteacher responsibility for deploying resources, subject to the provisions in the Scheme for the Financing of Schools in County Durham.

### Expenditure

Any item of expenditure up to £5,000

Above this limit if item was previously notified to the Management Committee.

Prior Finance, and Personnel Committee or Chair of Members 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.

**NOTE:**

Any goods/services purchased and works to be carried out are subject to the latest Durham County Council Contract Procedures Rules as published on the School Portal.

**Delegation to the Headteacher**

School Staffing (England) Regulations 2009

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

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

**Appointments**

Management Committee delegates responsibility for the appointment of:

- Permanent teaching staff posts – Executive Headteacher, Deputy Executive Headteacher, or Head of school (with agreement from the Executive Headteacher and Chair) plus one or more members
- Permanent support staff posts – Executive Headteacher, Deputy Executive Headteacher or Head of school (with agreement from the Executive Headteacher and Chair)
- Temporary staff – Executive Headteacher, Deputy Executive Headteacher or Head of School (with agreement from the Executive Headteacher)

**Dismissals**

Management Committee delegates to the Executive Headteacher responsibility in line with the delegation in school HR policies.

## CURRICULUM AND STANDARDS COMMITTEE

### CHAIR:

#### Terms of Reference

- Elect Chair (if delegated by full Management Committee)

Strategic direction and statutory areas:

- Review, monitor and evaluate the curriculum offer.
- Contribute to the development and monitoring of the:
  - SEF
  - 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. RHSE and pupil discipline/behaviour).
- Ensure that the school's policy on SEND is consistent with the Code of Practice and Equalities Act, most recent KCSIE updates and receive termly reports from the Headteacher/SENDCo and an annual report from the SEND Governor.
- 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 independent careers advice.

Curriculum and Improvement:

- Monitor and evaluate the effectiveness of leadership and management in relation to curriculum design, implementation and **impact**.
- Monitor and evaluate the effectiveness of curriculum design.
- Monitor and evaluate the school's own assessment of the impact of the curriculum for all groups of pupils to include Reading in all key stages.
- Monitor and evaluate the quality of education and the impact of the curriculum including RHSE.
- Monitor and evaluate the impact of continuing professional development on improving staff performance.
- Monitor and evaluate provision for all groups of vulnerable children e.g. children looked after and children in need and ensure all their needs have been identified.
- Monitor and review impact of additional grant funding e.g. Pupil Premium.
- Set priorities for improvement and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.

- Receive reports from external sources and agree actions to address recommendations; monitor and evaluate progress made.
- Ensure all children have equality of opportunity.
- Monitor pupils' attitudes, values and development of other personal qualities within the school through the provision of RHSE.

**Behaviour, Personal Development and Well-Being:**

- Ensure the school is fulfilling its responsibilities regarding safeguarding and child protection and the requirements of 'Keeping Children Safe in Education'.
- Ensure Safeguarding policies are adhered to; monitor and review all safeguarding policies/procedures within school.
- Monitor and review data on behaviour, bullying, child on child abuse, attendance and exclusions.
- Ensure that adequate provision is made for pupil transition.

**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 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.

<b>MEETINGS</b>	At least termly
<b>QUORUM</b>	3
<b>DISQUALIFICATION</b>	• None.

## COMPLAINTS COMMITTEE

**CHAIR:**

Terms of Reference

- Elect Chair (if delegated by full Management Committee)
- Consider complaints in accordance with the school’s Complaints Procedure.

*The Complaints Committee will consist of at least three Members with no prior involvement or knowledge of the complaint.*

<b>MEETINGS</b>	As and when required
<b>QUORUM</b>	
<b>DISQUALIFICATION</b>	<ul style="list-style-type: none"> <li>• Headteacher.</li> <li>• Chair of Members (if have prior knowledge).</li> <li>• Any Governor (if have prior knowledge).</li> <li>• where there may be a conflict of interest.</li> <li>• staff.</li> </ul>

## FIRST / PAY REVIEW COMMITTEE

**CHAIR:**

Terms of Reference

- Elect Chair (if delegated by full Management Committee 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.
- Consider any requests made in accordance with HR policies e.g. leave of absence etc. (unless delegated to the Headteacher).
- Make any decisions under HR procedures adopted by the Management Committee e.g. disciplinary, grievance, ill-health, capability etc. (Unless delegated to the Headteacher).
- Lifting of Headteacher’s suspension (lifting of all other staff suspensions delegated to the Chair of Members).
- Deal with matters relating to staffing reductions, restructures and changes to the permanent school staffing structure.

<b>MEETINGS</b>	At least annually
<b>QUORUM</b>	3
<b>DISQUALIFICATION</b>	<ul style="list-style-type: none"> <li>• Headteacher.</li> <li>• Chair of Members (if have prior knowledge).</li> <li>• where there may be a conflict of interest.</li> <li>• any Governor whose spouse/partner is involved.</li> <li>• staff (annual pay review or matters related to a staffing reduction process).</li> </ul>

## APPEALS COMMITTEE

### CHAIR:

#### Terms of Reference

- Elect Chair (if delegated by full Management Committee)
- Consider any appeal against a decision made under the HR policies 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.

<b>MEETINGS</b>	As and when required
<b>QUORUM</b>	3
<b>DISQUALIFICATION</b>	<ul style="list-style-type: none"> <li>• Headteacher.</li> <li>• Chair of Members (if have prior knowledge).</li> <li>• any Governor involved in the original hearing.</li> <li>• where there may be a conflict of interest.</li> <li>• any Governor whose spouse/partner is involved.</li> <li>• staff (appeals in relation to salary or staffing reduction decisions).</li> </ul>

## HEADTEACHER'S PERFORMANCE REVIEW COMMITTEE

### LEAD MEMBERS:

#### Terms of Reference

- Elect Chair (if delegated by full Management Committee)
- Set, with the support of the External Advisor (EA) or Local Authority Advisor the Headteacher's annual performance objectives.
- Monitor throughout the year the performance of the Headteacher against agreed performance objectives.
- Review, with the support of the External Advisor (EA) or Local Authority Advisor achievement of performance objectives.
- Make recommendations to the First/Pay Review Committee in respect of the Headteacher's annual pay progression.

<b>MEETINGS</b>	Autumn Term plus monitoring meetings
<b>QUORUM</b>	2
<b>DISQUALIFICATION</b>	<ul style="list-style-type: none"> <li>• Headteacher.</li> <li>• Staff.</li> </ul>