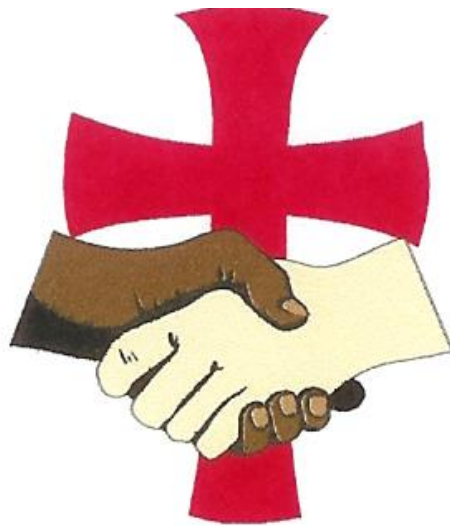


St Matthew's Church of England Primary School



**Committee terms of
reference
2015 - 16**

GOVERNOR AREAS OF SPECIAL RESPONSIBILITY

Area of Responsibility	Link Governor
Safeguarding	Chair of Governors
Pupil Progress, Attainment and Achievement	Gary Bowman
Pupil Premium Grant	Maxine Smith
Sports Premium Grant	Trish Naik
SEND, Inclusion , Children Looked After	Gareth Brown
Quality of Teaching	Rebecca Overton and Revd. Prof Dr Ian Williams
Leadership and Management	Gary Bowman and Matt Sadler
Behaviour	Trish Naik
EYFS	Trish Naik
Middle Phase (Years 1,2 and 3)	Maxine Smith
Upper Phase (Years 4,5 and 6)	Matt Sadler
Head Teacher and Staff Appraisal	Gareth Brown and Rebecca Overton

Standards and Curriculum Committee

Responsible For

Curriculum

- The organisation, implementation and delivery of the National Curriculum
- The curriculum, learning opportunities, use of ICT, computing and technologies
- The monitoring of the School Improvement/post Ofsted action plan in respect of curriculum issues or issues relating to standards.
- Documents which are shared with stakeholders such as curriculum letters
- Ensure the school is meeting National Curriculum requirements
- Receive information about how the curriculum is taught, evaluated and monitored
- Receive reports on the implementation of individual subjects and their accompanying policies
- Ensure that the requirements of pupils with additional and special educational needs are met, including those identified as gifted and talented
- Agree, monitoring and reviewing the policy and provision for sex education;
- Review the Special Educational Needs Policy
- Review the Home/School Agreement on an annual basis
- Any item referred by the full Governing Body

Standards

- Monitor and reviewing information relating to school targets
- Report to parents according to statutory requirements
- Review key policies such as Teaching and Learning, Marking and Feedback, Assessment and Home Learning
- Monitor and review information on school performance such as RAISEonline, in school data and data accessible from Perspective
- Monitor and review the School Improvement Plan
- Ensure that the Self Evaluation Statement relating to the achievement of pupils is regularly reviewed and accurate reflection of the school
- Ensure that the Self Evaluation Statement relating to the quality of leadership and management is regularly reviewed and accurate reflection of the school

Membership

- Maxine Smith
- Joan Amphlett
- Gary Bowman
- Fiona Deakin
- Becky Overton
- Revd. Prof Dr Ian Williams

- In attendance: Bhav Patel

Chair of Committee	Carmen Morancie
Clerk	SIPS Clerk

Ethos & Values Committee

Responsible For

Collective Worship

- Organisation of daily Collective Worship
- Collective Worship Policy
- Monitoring and evaluation of Collective Worship
- Special Services (E.g. Easter and Christmas)

Religious Education

- RE SIP (School Improvement Plan)
- RE Policy
- Implementation of the Sandwell Agreed Syllabus
- Standards in Teaching and Learning in RE
- Examples of learning in RE
- Reports from the RE Leader

School Environment

- Are our values and ethos reflected in the classrooms, grounds, entrance, hall etc
- Symbolism within the school environment
- Displays

Development of Church links and other places of Worship

- Use of the Church for festivals and celebrations
- Monitoring which places of worship we visit and the impact on learning/community cohesion
- E-mail newsletter to the PCC and displayed in Church

St Matthew's core values

- Review our core values: **Faith, Respect, Choices** and **Learning Together**
- Prospectus

Collecting evidence

- SIAMs toolkit
- Opportunity to speak to children
- Learning scrutinies
- Review the results of questionnaires (children, staff and parents)
- To conduct a Yr6 exit interview

The Christian Ethos

- It should be clear that the Christian ethos of St Matthew's infuses the whole of the school curriculum and school life

Behaviour and Safety

- Behaviour Policy
- Child Protection Policy
- Single Equalities policy
- PSHE and related policies
- Ensure that the School Self Evaluation Statement relating to the behaviour and safety of pupils at the school is an regularly reviewed and accurate reflection of the school

Community Cohesion:

- Relationships with the local community
- Developing links with a school in a similar/contrasting locality
- Charity work (E.g. Children's Society, Operation Christmas Child)

Membership

- Joan Amphlett
- Gareth Brown
- Fiona Deakin
- Maxine Smith
- Revd. Prof Dr Ian Williams

- In attendance: Mrs Bhav Patel

Chair of Committee	Rev Prof Dr Ian Williams
Clerk	SIPS Clerk

Resources Committee

Responsible For

Finance:

- Produce & approve the annual budget and present it to the full Governing Body for information
- Review the actual expenditure and monitoring statements at least once a term
- Receive & review financial projections
- Approve expenditure and virements of sums over £10,000. Sums between £5,000 and £10,000 are delegated to the Head Teacher after consultation with the Chair. Sums below £5,000 delegated to the Head Teacher.
- Conform to the Schools Financial Value Standard
- Assess the financial progress towards achieving the objectives in the School Improvement Plan
- Review of leases & contracts – including traded services
- Ensure Best Value principles apply to services purchased with delegated monies
- Review the Pay Policy annually to take account of local and national developments and make appropriate recommendations to the GB
- Review the financial implications on the budget of the Pay Policy
- Monitor the school website
- Receive the annual accounts and certificate of audit of the School Fund Account and other voluntary funds held within school
- Assess the schools insurance cover to ensure that it provides adequate protection against risks
- Review and approve the petty cash to be held by the school
- Ensure LA standing orders are complied with
- Obtain quotations with a view to placing contracts/orders, once the relevant committee has drawn up a specification

Staffing:

- Staff grievance and discipline (in line with school policies)
- Staff dismissal, redundancy and redeployment
- Consider applications from staff for variation to contract (secondments, early retirements, leave of absence, job share etc.)
- To keep under review staff work/home balance, working conditions and well-being, including the monitoring of absence;
- Ensure all personnel records are held securely
- Review annually the staffing of the school ensuring that it meets the requirements of the curriculum and is in line with the SIP
- Ensure that all procedures relating to the recruitment, selection and appointment of all staff in school meet statutory and safeguarding requirements.
- Review the pay of staff, in accordance with the Pay Policy
- Review staff work/life balance, working conditions and well-being, including the monitoring of absence
- Review and adopt key policies relating to resources
- Implement the Staff Appraisal Policy and the Performance Development of School Support Staff/Non-Teaching Staff.
- Ensure that the Self Evaluation Statement relating to the quality of teaching is regularly reviewed and accurate reflection of the school

Premises, Health and Safety:

- Review Health and Safety Policy on an annual basis
- Establish & maintain rolling programme for Criminal Background Checks (CRB)
- Monitor Risk Assessment procedures and sample risk assessments
- Inspect the school site and buildings to enable maintenance and improvement, including security
- Agree Offsite Educational visits
- Review the Off Site Visits Policy
- Comply with the schools Health & Safety Policy and consider training needs
- Comply with current fire safety legislation & regulations
- Receive reports/audits from Health & Safety representatives
- Refer items to the Central School Safety Committee as necessary & receive minutes
- Maintain the accident statistics and trends so that reports can be made to the Governing Body and Council
- Establish and review an Accessibility Plan
- Consider and make arrangements on risk management issues
- Ensure staff and governors undertake the online 'In the line of Fire' training
- Any item referred by the full Governing Body

Membership (Resources)

- Joan Amphlett
- Gareth Brown
- Fiona Deakin
- Maxine Smith
- Rebecca Overton

- In attendance: Mrs Bhav Patel, Marie Forker and Brian Smith

Chair of Committee	Gareth Brown
Clerk	SIPS Clerk

Appraisal/Pay Committee

Responsible for
<ul style="list-style-type: none">➤ Take decisions regarding the pay of the deputy and assistant head teacher(s), classroom teachers and support staff following consideration of the recommendations of pay reviewers and the advice of the head teacher;➤ Taking decisions regarding the pay of the head teacher following consideration of the recommendations of the governors responsible for the head teacher's performance review;➤ Submitting reports of these decisions to the Governing Body; and➤ Ensuring that the head teacher is informed of the outcome of the decision of the Pay Committee and of the right of appeal.

Membership	
<ul style="list-style-type: none">➤ Gareth Brown➤ Rebecca Overton	
Clerk	SIPS Clerk

Appeals Committee

Responsible for Hearing Appeals with regard to
<ul style="list-style-type: none">➤ Pay➤ Redundancy➤ Grievance➤ Contractual variation requests➤ Complaints (minimum of 3 members are required)➤ Staff Dismissal➤ Any Item referred by the full Governing Body

Membership
<ul style="list-style-type: none">➤ All members of the Governing Body from which a quorum of at least three members will be chosen for each meeting dependant on availability and suitability to hear the case. (Declarations of interest may prevent members from forming part of this committee)➤ When dealing with an Appeal the Committee should be equal or greater than the original Committee that made the decision.

Chair of Committee	To be appointed at each meeting
Clerk	SIPS Clerk

Pupil Discipline Committee

Responsible For

- Review the use of exclusion within school, including exclusions of more than 15 schools days and exclusions which would result in a pupil missing the opportunity to take a public exam
- Receive and consider any representations lodged by parents of pupils who have been excluded for a fixed term or permanently
- Comply with the procedures in accordance with the LA and DfE guidance
- Any item referred by the full Governing Body

Membership

- All members of the Governing Body from which a quorum of three members will be chosen for each meeting dependant on availability and suitability to hear the case.
(members should have no previous knowledge of and not be known personally to the pupil or the parents/carers)

Chair of Committee	Appointed at each meeting
Clerk	SIPS Clerk

Selection Panel

Responsible For

- Selection of all school staff in accordance with the 'Appointment Protocol' as follows:
 - Appointment of Head Teacher & Deputy Head by Selection Panel.
 - Appointment of Senior Leadership Team (inc TLR posts) is by Head or Representative plus 2 governors (non staff governors only).
 - Appointment of teaching staff is by Head or Representative plus 1 governor (non staff governors only) (dependant on availability)
 - Appointment of support staff is by Head or Representative

Guidance on these process's is available from your School Improvement Advisor

The appointment of the Head Teacher must always be ratified by the Full Governing Body

Membership

- Gareth Brown
- Fiona Deakin
- Revd. Prof Dr Ian Williams
- Rebecca Overton (Safer Recruitment trained)

Chair of Committee	Appointed at each meeting
Clerk	SIPS Clerk