

Falcons Primary School



FALCONS
PRIMARY SCHOOL

Committee Terms of References

- Curriculum and Standards
- Staffing, Finance and Premises
- Hearings and Appeals

School Vision and Ethos Statement

We encourage all members of the Falcons Community to respect one another, to know that everyone has an important part to play in making the school as good as it can be, to take responsibility and be responsible, to strive for excellence and to try one's best in everything we do.

Our vision for Falcons Primary School is to be recognised as a school that values uniqueness, where children are provided with the skills to enable them to become:

- * successful learners
- * responsible citizens
- * creative thinkers and
- * reflective individuals.

SIKH ETHOS

The school draws on the teaching of the Sikh faith and is committed to providing not only an academic education, but one that will also encompass an underlying message of unity, equality and respect. High morals, discipline, love, compassion and selfless service towards all regardless of faith, gender or colour. Falcon School will embrace a universal, inclusive approach to spirituality.

AIMS

To achieve our vision, we aim for all pupils, staff, governors and parents to:

- Work in unity to make Falcons School a welcoming, stimulating and successful school. Encourage good manners, self-discipline and the desire to be enthusiastic learners who grow into forward thinking responsible citizens who respect, value and care for themselves and others.
- Provide an ethos with clear boundaries and expectations, enabling all children to succeed and to reach their full potential confidently, in a safe and supportive environment.
- Become excellent lifelong learners who are independent and prepared for the wider world and aim high to achieve aspirational goals.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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As and when required

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Curriculum and Standards Committee ToRs

Standards Remit of Committee

The Curriculum and Standards committee is established with delegated powers from the Full Governing Body to deal with all curriculum and standards related matters on behalf of the Governing Body of Akaal Education Trust. The committee is expected to ensure that the school operates within all appropriate safeguarding and Financial Regulations.

Terms of Reference

- To monitor and review school performance data and progress towards attainment through the use of, Analysis School Performance (ASP), Governor Dashboard, FFT reports and in-house data reports.
- To monitor and evaluate spend and impact of Pupil Premium including Sports Pupil Premium in closing the gap.
- To establish and keep under review safeguarding arrangements and procedures.
- To establish and keep under review arrangements for Governors' visits to school.
- To oversee arrangements for Governor involvement in formulating and monitoring the School Improvement Plan.
- To make recommendations to the Governing Body to establish exceptional working arrangements where particular circumstances arise e.g. a joint committee to oversee a building project or a special committee to oversee an Ofsted inspection.
- To consider the reports of School Improvement Partner (SIP) visits, Local Authority, Ofsted and HMI visits and to review post visit action planning accordingly.
- To review and contribute to the school's SEF report and to advise the Governing Body on it.
- To monitor progress on school improvement and on the implementation of the School Improvement Plan and advise the Governing Body on it.
- To ensure that the requirements of children with special needs are met as laid out in the Code of Practice.
- To ensure that children looked after are not disadvantaged by school policies and procedures and receive an annual report their progress.
- To maintain an overview of relevant policy documentation and to approve and recommend any new policies to the full governing body for adoption
- To monitor and review all policies relating to social inclusion within the school with the aim of creating an inclusive school, developing good practice and supporting staff in this area.
- To monitor levels of attendance, punctuality, behavior referrals and exclusions.
- To establish panels to hear appeals from students and parents on permanent and fixed term exclusion
- To undertake tasks delegated to them by the Governing Body/Akaal Education Trust.

Teaching and Learning Remit of Committee

The school curriculum comprises all learning and other experiences that the school provides for its pupils. The committee has responsibility for monitoring teaching and learning, monitoring and reviewing the assessment policy, monitoring the school's curriculum provision including the school visit policy and the school's provision and policy on relationships and sex education, collective worship and RE. The committee also has a remit to monitor and review safeguarding, pastoral and inclusion issues relating to pupils of the school ensuring that all pupils including those with special educational needs, Children in Care, vulnerable pupils, those of exceptional ability, those with language barriers have full access to the school's provision.

Terms of Reference

- To make recommendations to the governing body and review the school's curriculum as required, in the light of statutory obligations regarding the National Curriculum and including local recommendations.
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees of the Governing Body.
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, e.g. SEND. To receive regular reports from them and advise the Governing Body.
- To oversee arrangements for educational visits, including the appointment of a named coordinator.
- To ensure the staff provide information about how the curriculum is taught, evaluated and resourced.
- To review policy and provision for collective worship, RE and sex education and make recommendations where necessary.
- To monitor and review home / school links, including homework, reporting, sharing information and partnership working.

Membership

Not to be less than 3 governors plus the Head teacher.

The committee may make recommendations to the Governing Body for co-option of non-governor members.

Quorum

Three governors

Meeting

At least 4 times per academic year, and otherwise as required

Disqualification

Any relevant person employed to work at the school other than as the Head teacher, when the subject for consideration is the pay or performance of any person employed to work at the school.

Staffing and Finance Committee Terms of Reference

Finance Remit of Committee

The Staffing and Finance committee is established with delegated powers from the Full Governing Body to deal with all staffing and financial matters on behalf of the Governing Body of Akaal Education Trust. The committee is expected to ensure that the school operates within all appropriate safeguarding and Financial Regulations.

Terms of Reference

- To guide and assist the Head teacher and the governing body in all budget and financial matters
- In consultation with the Head teacher, to draw up and present an annual budget for the governing body's approval, taking account of the agreed priorities of the school's Strategic Plan
- To establish and maintain an up to date 3-year financial plan
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
- To prepare and review financial policy statements including consideration of long-term planning and research.
- To ensure the implementation of independent checking of financial controls.
- To ensure that the school operates within the Financial Regulations of the Education Funding Agreements for all schools in the Trust.
- To monitor the income and expenditure of all public funds, to receive and where appropriate respond to any audit reports.
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body.
- To audit all non-public funds for presentation to the Governing Body.
- To agree the level of delegation to the Head teacher and any other individual or body for the day-to-day financial management of the school.
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements.
- To ensure preparation of financial statements for inclusion in any public financial reporting documents.
- To make decisions on expenditure following recommendations from other committees.
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritized.
- To determine whether sufficient funds are available for pay increments as recommended by the Head teacher.
- In light of the Headteacher Performance Management Panel recommendations, to determine whether sufficient funds are available for increments.
- To report to the Education and Skills Funding Agency (ESFA) any instances of fraud or theft: above £5,000 against the trust whether by employees, trustees or third parties; or where fraud is unusual or systematic in nature.

Staffing Remit of Committee

This committee has responsibility for reviewing and agreeing staff provision, agreeing procedures for staff selection, appointment including safeguarding and reviewing and agreeing staff training programmes. The committee is expected to ensure that the school operates within all appropriate safeguarding and Financial Regulations.

Terms of Reference

- To draft and keep under review the staffing structure in consultation with the Head teacher.
- To establish and review annually the Staff Appraisal and Pay Policy for all categories of staff and to be responsible for its administration.
- To oversee the appointment procedures for all staff.
- To be responsible for all safeguarding issues associated with recruitment of staff and to monitor the Single Central Register.
- To draft, review and recommend for adoption the procedures for dealing with discipline, grievances, dismissal, capability and suspension and ensure that staff are informed of these.
- To oversee the process leading to staff restructuring.
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
- To liaise and consult with other committees where necessary.
- To review the governor's responsibilities in the light of new Government guidance.

Premises Remit of Committee

The remit of this committee is concerned with the use of premises, grounds and extended school facilities. It should act on behalf of the Governing Body in all issues relating to accommodation, grounds, caretaking, cleaning, decorating, maintenance and community use. It will monitor efficient use of resources and utilities maintaining an overview of costs and lettings policy of premises. All Health and Safety issues will also fall within this remit.

Terms of Reference

- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises.
- To recommend to the Governing Body a Health and Safety policy for the school and to review this policy annually or as appropriate in response to changes in legislation.
- To monitor the effectiveness of the school's health and safety arrangements, make an annual inspection of the premises, grounds and equipment and report annually to the governing body.
- To prepare a statement of priorities for maintenance and development for the approval of the governing body and approve the cost and arrangements for maintenance, repairs and redecoration within the budget allocation.
- To make recommendations to the Finance Committee on premises-related expenditure
- In consultation with the Head teacher, to oversee premises-related funding bids

- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to Governing Body policy
- To establish and keep under review a Building Development Plan.
- To establish and keep under review an Accessibility Plan.
- To develop and monitor policy and practice in relation to health and safety on school trips.
- To ensure compliance with GDPR and Data Protection policies and procedures.
- To develop policy and practice to encourage the fullest participation of the local community in both usage of the building and the development of linked activities, including a community education programme.
- To monitor and review promotion of the school in the community.
- To monitor and review opportunities for community engagement.
- To develop the lettings and procurement strategy which will maximize benefits to the school both in terms of financial probity and social wellbeing.
- To monitor and review annually or as appropriate all aspects of community usage of the premises including community education.

Membership

Not to be less than 3 governors plus the Head teacher.

The committee may make recommendations to the Governing Body for co-option of non-governor members.

Quorum

Three governors.

Meeting

At least 4 times per academic year. and otherwise as required.

Disqualification

Any relevant person employed to work at the school other than as the Head teacher, when the subject for consideration is the pay or performance review of any person employed to work at the school.

Notes

A separate committee is needed for decisions to dismiss staff and a second committee whose members have had no dealings with the original decision will be needed to deal with appeals.

Hearings Committee Terms of Reference

This committee would be established to make decisions regarding disciplinary, grievance and capability under the Governing Body's personnel procedure.

Terms of Reference

- To make any determination to dismiss any member of staff (*unless delegated to the Head teacher*).
- To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability where the Head teacher is the subject of the action*
- To make any decisions relating to any member of staff other than the Head teacher, under the Governing Body's personnel procedures (*unless delegated to the Head teacher*).
- To make any determination or decision under the Governing Body's General Complaints Procedure for Parents and others.

*cannot be delegated to an individual

Membership

3 members of the Governing Body

Disqualification

The Head teacher

Appeals Committee Terms of Reference

This committee would be established to consider any appeals following a decision made by the Hearings Committee.

Terms of Reference

- To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee*
- To consider any appeal against a decision short of dismissal under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability*
- To consider any appeal against selection for redundancy*
- To consider any appeals relating to the application of the school's pay policy

*cannot be delegated to an individual

Membership

3 Governors

Disqualification

The Head teacher

Any members of the Hearings Committee.