

THE KING'S CE (A) SCHOOL

Terms of Reference and Remits for the GB and Committees

TERMS OF REFERENCE AND REMITS- WHAT'S THE DIFFERENCE?

These phrases have been in existence for a while and both have been used to describe the actions/tasks and jobs of a GB committee. However after some research and checking the dictionary definitions, it is clear that there is a very clear definition for each phrase.

- Terms of reference- refer to the structure of a committee, for example membership, executive officers, quoracy
- Remits- refer to the tasks/jobs that the committee undertake on behalf of the GB- as a delegated responsibility, to make a decision, or to make a recommendation to the GB for the body to make a decision

GOVERNING BODY REMIT

Remits
1. Changes to the Instrument of Government, including terms of office
2. To appoint, suspend or remove governors(refer to the guide to the law for specific requirements)
3. To appoint associate members and determine voting rights on committees
4. To elect or remove the chair
5. To elect or remove the vice-chair
6. To appoint link or designated governors, for example performance management, child protection and complaints
7. To decide on additional attendance at full governors' meetings
8. To decide the arrangements for full governing body meetings (legal minimum 3 per year)
9. To regulate the procedures of meetings, for example code of conduct
10. Establishment and membership of committees and their remits, including selection panels for head teacher and deputy head teacher recruitment
11. To establish the governors' register of pecuniary and business interests and oversee its maintenance
12. To publish proposals for alteration, change of category or closure of the school
13. To establish the financial limits of delegated authority to enter into commitments and to authorise payments
14. To recruit a new head teacher
15. To recruit a new deputy head teacher
16. Ratification of the appointment of a head teacher and deputy head teacher
17. To appoint and dismiss the clerk to governors
18. To participate in the school self review process including the review of the governing body effectiveness
19. Decision to federate or form joint committees with other schools
20. To consider whether or not to exercise delegation of functions to individuals or committees
21. To decide to offer additional activities under extended schools provision- or to cease provision
22. To establish and monitor a governors expenses scheme
23. To publish proposals to alter, discontinue or change category of school

LEADERSHIP AND MANAGEMENT COMMITTEE

Remits
1. To agree priorities, approve and monitor the SDP/SIP
2. To formulate the School Prospectus and School Profile
3. To approve the School Prospectus and School Profile
4. To formulate the School Improvement Plan
5. To approve the School Improvement Plan
6. To comply with the requirements of the Ofsted Inspection Framework
7. To be involved in the formulation and review of the Ofsted self evaluation form (SEF)
8. To consider in detail any inspection report made by Ofsted or the LA
9. To ensure that recommendations following an Ofsted inspection are incorporated into the SDP/SIP
10. To review annually the performance management policy
11. To receive school improvement information from the school, LA and Ofsted
12. To agree and organise an annual governing body self-evaluation process
13. To ensure delivery of services provided (for Extended Schools)
14. To approve/amend policies as appropriate to the committee
15. To determine the staff complement
16. To determine staffing structure
17. To review annually the school's pay policy
18. To implement the annual salary review, including post-threshold progression for teachers
19. To conduct the annual appraisal of the head teacher (performance management) with the assistance of appointed school improvement partner
20. To consider the recommendations of the performance management governors in relation to the head teacher's pay
21. To determine honorarium payments and temporary pay enhancements
22. To suspend the head teacher
23. To end the suspension of the head teacher
24. To suspend other staff
25. To end the suspension of other staff
26. To develop and systematically review policies relating to staffing matters and to make recommendations for adoption/amendment of these to the full governing body e.g. disciplinary/capability procedures/absence management
27. To decide whether the CEO/Diocesan Director (if not already a governor) should attend staff interviews, particularly head teacher appointments
28. Setting the Individual School Range (ISR)

Leadership and Management – Committee Terms of Reference:

The Committee will:

- At the first meeting each academic year:
- Make recommendation on the appointment of Committee Chair
- Review the terms of reference and remits for the committee
- Report on these matters to the next meeting of the GB
- Ensure that there is a Clerk at each meeting and agenda/minutes are produced and distributed at the next full GB meeting
- Hold at least one meeting each term
- Operate with a quorum of at least three governors

Members of Committee: Iain Baker Colin Hopkins Geoff Locke David Shemilt	Chair of Committee: Colin Hopkins
Meeting Dates for Year:	Quorum: 3

FINANCE AND RESOURCES COMMITTEE

Remits	Delegated to:
1. To formulate the budget plan and Best Value Statement	
2. To monitor expenditure (including standards fund and private school funds) against the budget plan and agree adjustments as necessary	
3. To enter into contracts (above set financial limit)	
4. To enter into contracts (below set financial limit)	Head teacher
5. To operate the governing body's arrangements for obtaining quotations and inviting tenders (LA scheme for financing schools)	Head teacher
6. To maintain inventories and security of assets (LA scheme for financing schools)	Head teacher
7. To monitor income from the sale of assets (LA scheme for financing schools)	
8. To formulate a charging and lettings Policy	
9. To formulate a charging and remissions policy for activities (non national curriculum based)	
10. To determine payments regarding petty cash	Head teacher
11. To determine arrangements for the accounts and the annual auditing of the school funds and to send audited accounts to education finance	
12. To consider the recommendations of the performance management governors in relation to the head teacher's pay	Finance/Personnel Committee/GB
13. To monitor actions following an LA internal audit	
14. To determine insurance arrangements	
15. To approve the writing off of irrecoverable debts up to (£xxx?) and the disposal of surplus and damaged equipment	
16. To determine matters relating to health and safety and the security of the premises and its occupants	
17. To monitor the use and suitability of the premises in relation to the above	
18. To contribute as required to LA asset management planning arrangements	
19. Procuring and maintaining buildings including developing properly funded maintenance plans	
20. To approve/amend policies as appropriate to the committee	
21. To approve a written description of financial systems and procedures in line with the LA's scheme for financing schools	
22. To ensure the school is working to the Financial Management Standards in Schools (FMSiS)	
23. To develop and implement a health and safety policy	
24. To institute a health and safety policy	
25. To monitor the joint use agreement with NULBC in relation to Kidsgrove Sports Centre	
26. To monitor the arrangements for school visits/ residentials	Health & Safety Coordinator

Finance & Resources Committee Terms of Reference:

The Committee will:

- At the first meeting each academic year:
- Make recommendation on the appointment of Committee Chair
- Review the terms of reference and remits for the committee
- Report on these matters to the next meeting of the GB
- Ensure that there is a Clerk at each meeting and agenda/minutes are produced and distributed at the next full GB meeting
- Hold at least one meeting each term
- Operate with a quorum of at least three governors

Members of Committee: Hayley Miller Terry Dale Sarah Pickup David Shemilt Kenny Hadfield	Chair of Committee: Sarah Pickup
Meeting Dates for Year:	Quorum: 3

CURRICULUM, TEACHING AND ACHIEVEMENT COMMITTEE

Remits	Delegated to:
27. To decide school session times	
28. To be involved in the target setting dialogue with the LA	
29. To set and publish targets for pupil achievement	
30. To agree and monitor a training strategy for teachers, support staff and governors	
31. To work with the head teacher to agree a curriculum statement for approval or amendment by the governing body	
32. To ensure that the national curriculum is in place and to consider any disapplication to pupils	
33. To establish a curriculum policy	Head teacher
34. To implement a curriculum policy	Head teacher
35. To monitor the curriculum policy	
36. To report standards of teaching and attainment to the governing body	Head teacher
37. To be responsible for individual child's education	Head teacher
38. To ensure that the delivery of sex education and RE are in line with the governors' policies and legal guidance	Head teacher
39. To prohibit political indoctrination of pupils and ensure a balanced treatment of political issues	Head teacher
40. To ensure the curriculum complies with the Race Equality Action Plan and the Disabled Access Plan	
41. To monitor the curriculum in respect of Special Needs provision, including Gifted and Talented pupils	
42. To decide which subject options should be taught having regard to resources and implement provision for flexibility in the curriculum (including activities outside school day)	Head teacher
43. To prepare and review a strategy for school improvement on the following Every Child Matters outcomes: <ul style="list-style-type: none"> o stay safe o be healthy o enjoy and achieve o achieve economic well-being o make a positive contribution 	Curriculum and Head teacher
43. To approve/amend policies as appropriate to the committee	
44. To discharge duties in respect of pupils with special needs by appointing a "responsible person"	
45. To set the times of school sessions and the dates of school terms and holidays	Head teacher

Teaching, Curriculum & Achievement Committee Terms of Reference:

The Committee will:

- At the first meeting each academic year:
 - Make recommendation on the appointment of Committee Chair
 - Review the terms of reference and remits for the committee
 - Report on these matters to the next meeting of the GB
- Ensure that there is a Clerk at each meeting and agenda/minutes are produced and distributed at the next full GB meeting
- Hold at least one meeting each term
- Operate with a quorum of at least three governors

Members of Committee: Aimee Williams Colin Hopkins Geoff Locke Graham Sansom	Chair of Committee: Geoff Locke (Chair)
Meeting Dates for Year:	Quorum: 3

RE and WORSHIP COMMITTEE

Remits
1. To monitor the arrangements for collective worship and monitor provision
2. To prohibit religious indoctrination of pupils
3. To comply with the requirements of the SIAMS Inspection Framework
4. To be involved in the formulation and review of the SIAMS self evaluation form (SEF)
5. To consider in detail any inspection report made by SIAMS or the DBE
6. To ensure that recommendations following a SIAMS inspection are incorporated into the SDP/SIP
7. To approve/amend policies as appropriate to the committee
8. To monitor the curriculum in respect of RE provision
9. To ensure that provision is in place for those students and staff who may wish to participate in communion services at least xxx times a year
10. To ensure that all staff receive training about delivering worship in school
11. To ensure that all staff are supported in the delivery of worship sessions in school
12. To monitor the school's progress towards the SIAMS inspection

RE & Worship Committee Terms of Reference:

The Committee will:

- At the first meeting each academic year:
- Make recommendation on the appointment of Committee Chair
- Review the terms of reference and remits for the committee
- Report on these matters to the next meeting of the GB
- Ensure that there is a Clerk at each meeting and agenda/minutes are produced and distributed at the next full GB meeting
- Hold at least one meeting each term
- Operate with a quorum of two governors

Members of Committee: Iain Baker Anna Lacey	Chair of Committee: Iain Baker
Meeting Dates for Year:	Quorum: 2

BEHAVIOUR AND SAFETY COMMITTEE

Remits
1. To ensure that the school meets for 380 sessions in a school year
2. To monitor and review pupil attendance
3. To adopt and review the Home School Agreement
4. To consult annually with the LA on its admissions policy
5. To implement the admissions policy
6. To monitor school records
7. To carry out an annual review of safeguarding children and child protection policy and procedures and report to the LA
8. To ensure provision of free school meals to those pupils meeting the criteria
9. To ensure that school lunch nutritional standards are met
10. To implement the behaviour policy
11. To annually review the behaviour policy and the use of exclusion in comparison with local and national data
12. To approve/amend policies as appropriate to the committee
13. To consult annually with the LA and other neighbouring authorities on the school's admissions policy and to establish a policy
14. To consult with the LA on variations to the admissions number
15. To issue governing body warning contracts to students in relation to poor behaviour

Behaviour & Safety Committee Terms of Reference:

The Committee will:

- At the first meeting each academic year:
- Make recommendation on the appointment of Committee Chair
- Review the terms of reference and remits for the committee
- Report on these matters to the next meeting of the GB
- Ensure that there is a Clerk at each meeting and agenda/minutes are produced and distributed at the next full GB meeting
- Hold at least one meeting each term
- Operate with a quorum of at least three governors

Members of Committee: Colin Hopkins Anna Lacey Sarah Pickup Geoff Locke	Chair of Committee: Anna Lacey
Meeting Dates for Year:	Quorum: 3

STAFFING SELECTION AND REPRESENTATIONS COMMITTEE

Remits
1. To determine the arrangements for the appointment of all staff with the exception of the Headteacher and Deputy Headteacher
2. To recruit other staff on the leadership spine
3. To recruit all other staff
4. To determine dismissal payments/early retirement
5. To dismiss other staff
6. To ensure correct safer recruitment procedures are in place for all appointments
7. To determine the criteria for the selection process of all staff with the exception of the Headteacher and Deputy Headteacher
8. To determine the selection process as part of any S188 notices
9. To hear any staff representations in relations to any S188 notices

Staffing Selection & Representations Committee Terms of Reference:

The Committee will:

- At the first meeting each academic year:
- Make recommendation on the appointment of Committee Chair
- Review the terms of reference and remit for the committee
- Report on these matters to the next meeting of the GB
- Ensure that there is a Clerk at each meeting and agenda/minutes are produced and distributed at the next full GB meeting
- Hold at least one meeting each term
- Operate with a quorum of at least three governors

Members of Committee: Iain Baker David Shemilt Graham Sansom Anna Lacey	Chair of Committee: David Shemilt
Meeting Dates for Year:	Quorum: 3

Appeals Committee

Remits
1. To hear appeals made by staff in relation to pay awards
2. To deal with admissions appeals as necessary
3. To hear appeals made by staff in relation to any dismissals (including S188 notices)
4. To hear appeals from parents in relation to exclusions made by the Behaviour & Safety Committee

Appeals Committee Terms of Reference:

The Committee will:

- At the first meeting each academic year:
- Make recommendation on the appointment of Committee Chair
- Review the terms of reference and remits for the committee
- Report on these matters to the next meeting of the GB
- Ensure that there is a Clerk at each meeting and agenda/minutes are produced and distributed at the next full GB meeting
- Operate with a quorum of at least three governors

Members of Committee: Colin Hopkins Kenny Hadfield Sarah Pickup Terry Dale Hayley Miller	Chair of Committee: Colin Hopkins
Meeting Dates for Year:	Quorum: Any 3 governors from the list, ensuring that no governor has dealt with the matter being discussed