

BURFORD PRIMARY SCHOOL



GOVERNORS' COMMITTEES

TERMS OF REFERENCE

SEPTEMBER 2012

THE FULL GOVERNING BODY

The Governing Body needs to take a strategic role, act as a critical friend to the School and be accountable for its decisions. It should set aims and objectives and agree, monitor and renew policies, targets and priorities.

TERMS OF REFERENCE

1. To agree constitutional matters including procedures where the governing body has discretion
2. To recruit new members as vacancies arise and to appoint new governors where appropriate
3. To hold at least three Governing Body meetings a year
4. To appoint or remove the Chair or Vice Chair
5. To appoint or remove the Clerk to the Governing body
6. To establish the committee of the Governing Body and their terms of reference
7. To appoint the Chair of any committee (if not delegated to the committee itself)
8. To suspend a governor
9. To decide which functions of the Governing Body will be delegated to committees, groups and individuals
10. To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary
11. To approval the first formal budget plan of the financial year
12. To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
13. To review the delegation arrangements annually.



**BURFORD PRIMARY SCHOOL
RESOURCES COMMITTEE**

TERMS OF REFERENCE

Membership:	Full Governing Body shall determine (with recommendations from the Chair of FGB) and review annually at the first meeting of the academic year, terms of reference, constitutions and membership of the committee.
Quorum:	Three Governors.
Meetings:	Monthly during term-time with additional meetings during the budget process. Additional meetings as necessary.
Objective:	To oversee and determine long term financial planning and resourcing in accordance with the SDP, policies and objectives of the school.
General Responsibilities:	<ul style="list-style-type: none"> (a) All committee meetings must have written agenda and be minuted. (b) Agenda should be circulated at least 7 days prior to the scheduled meeting (wherever possible) and minutes must be signed off by the Chair at the following meeting. (c) The committee may appoint co-opted non-voting members as agreed by FGB. (d) To review and approve policies and procedures relating to committee.
Finance Responsibilities:	<ul style="list-style-type: none"> (a) To approve the draft budget for recommendation to the Full Governing Body (FGB) consistent with the SDP. (b) To monitor spending against budget and agreed objectives in the SDP. (c) To examine the causes of any significant variations in the budget. (d) To advise and authorise virement in accordance with Section 2.5 of Financial Procedures. (e) To present regular reports of financial monitoring to FGB. (f) To ensure non-LA funds are monitored and checked. (g) To review annually audited non-LA accounts. (h) To review annually Financial Procedures, recommending changes and ensuring that they are in line with local management of schools issued by OCC. (i) To review annually the statement of Internal Financial Control.
Human Resources Responsibilities:	<ul style="list-style-type: none"> (a) Conduct an annual salary and performance management review for HT. Set new performance objectives for the coming year. To be completed by 31 Oct each year. (b) In cooperation with HT, review pay and performance of all other members of staff. (c) To ensure proper implementation of the Pay Policy. (d) In the event of a vacancy, to appoint the HT and assist the HT with other appointments as necessary.

**LEARNING AND TEACHING COMMITTEE
TERMS OF REFERENCE**

Membership	See FGB appointment list
Quorum	Three
Meetings	To meet once a term (6 terms a year) with the power to meet more frequently if necessary
Brief	<ul style="list-style-type: none"> (a) To monitor and evaluate progress towards achieving the aims and objectives of the school (b) To support the HT is using monitoring and evaluation data to shape the school's strategic priorities (c) To monitor and review the curriculum section of the School Development Plan and School Evaluation document and ensure they are in line with the school's Curriculum policies and aims and objectives (d) To review the relevant polices and make recommendations to the full governing body as to ratification. (e) From time to time update the FG body on specific areas covered by this committee. (f) To develop and review Community Cohesion (g) To identify and review the school's vision statement.

**PREMISES, HEALTH AND SAFETY COMMITTEE
TERMS OF REFERENCE**

Membership	See FGB appointments list
Quorum	Three Committee members
Meetings	One per term (6 terms per year) with power to meet more frequently if required.
Brief	<ul style="list-style-type: none"> (a) To conduct a termly review of the school premises, both internal and external in order to identify any health and safety damage related problems. (b) To look at plans for future development identified in the School Development plan (c) To implement the latest government legislation in all matters relating to Premises, Health and safety. (d) As part of the SD plan to ensure that an energy management plan is prepared, implemented and kept under review. (e) Where necessary, to assist the HT prioritize a repairs programme and monitor its implementation. (f) To keep under view the use of school premises by other organizations and groups. (g) Ensure the annual Health and Safety inspection is carried out and any recommendations implemented.