



Committee Terms of Reference 2026-27 v1

Edward Wilson Primary School

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/270783/school_governance_regulations_2013_departmental_advice.pdf

1. Roles of the Governing Body and Head (Part 2, Regulation 6) *The governing Body must operate in accordance with the following principles:*

1.1 The functions of the governing Body include the following core strategic functions:

- ***ensuring that the vision, ethos and strategic direction of the school are clearly defined;***
- ***ensuring that the headteacher performs his or her responsibilities for the educational performance of the school, and***
- ***ensuring the sound, proper and effective use of the school's financial resources;***
- ***ensuring that the voices of all stakeholders, including students, are heard.***

1.2 *In exercising their functions the governing Body will:*

- *act with integrity, objectivity and honesty and in the best interests of the school; and*
- *be open about the decisions they make and the actions they take and be prepared to explain their decisions and actions to interested parties.*

The Governing Body may delegate many of its functions to a committee, an individual governor or to the head.

Membership

Each committee will comprise no fewer than three governors plus the head teacher and up to 2 associate members as agreed by the governing body

Quorum

The quorum for meetings of the Committee is 3 governors including the headteacher. The meeting will not take place unless the headteacher or her/his representative is present.

Clerking

The clerk is an externally appointed professional clerk, who will attend meetings to minute them. The clerk will also be responsible for circulating meeting minutes and other documentation relevant to the Committee.

Meetings

Each Committee will meet at least three times per year (at least once a term), in advance of the main governing body meeting, with additional meetings as necessary

General: all committees have the following responsibilities:

- To receive reports from the school in sufficient detail to undertake planning, monitoring and evaluation and thus enable the governing body to fulfil its strategic role. The committee will, in consultation with the headteacher, involve other senior leaders, as appropriate.
- To contribute to, monitor and evaluate relevant parts of the self-evaluation summary, the school development plan and relevant policies, reporting or making recommendations to the full governing body.
- To review school policies when needed, having regard to changes in legislation and any guidance issued by the Secretary of State, agreeing if so delegated or reporting or making recommendations to the full governing body for approval.
Note- The Board automatically adopts the most current version of WCC HR policies eg Capability, Disciplinary and Grievance.
- To consider recommendations from relevant external reviews for example audit, Ofsted or local authority reviews, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full governing body.
- To take appropriate action on any other relevant matter referred by the governing body.

These Terms of Reference will be reviewed and agreed annually

RESOURCES COMMITTEE

The Resources Committee will:

- Oversee the school finances ensuring that the school operates within the financial regulations of the local authority, and complies with any DfE requirements, responding to any issues arising from the audit of the school's accounts or SFVS review and ensuring solvency, probity and value for money.
- the maintenance and development of the school site and premises.
- the adoption and implementation of relevant policies and procedures for Finance, Premises, Health and Safety and Staffing, ensuring that all principles of good and fair employment practice are adhered to, that staff and trade unions are consulted and legal requirements fulfilled.

In particular the committee will:

Finance

- keep under review the school's financial procedures and controls including the scheme of delegation in financial matters and the level of delegation to the headteacher for the day-to-day financial management of the school
- agree medium, and long-term financial plans for the school, reflecting school priorities including staffing plans and plans relating to the repair, maintenance and development of premises, and make recommendations to the governing body.
- prepare and present to the governing body for ratification an annual budget reflecting priorities in the school development plan,
- agree effective procedures for monitoring the budget, consider appropriate reports for the purposes of monitoring, report the outcomes of monitoring together with an evaluation of the use of resources to the governing body at least termly with any appropriate recommendations. Σ monitor the use and impact of the school's pupil premium and other earmarked allocations. Σ undertake the SFVS review and ensure appropriate action is taken in response to any identified shortfalls
- agree the award of contracts for services in accordance with the school's scheme of delegation and procurement code, monitor and agree virements and keep under review the effectiveness and value for money of contracts so awarded.
- ensure that the schools bank accounts and cashflow are properly managed and monitored.
- Review the schools accounting system and procedures relating to it.

Premises, health and safety

- draw up medium, and long-term plans relating to the repair, maintenance and development of premises and recommend action to the governing body.
- agree the lettings and charges policy for the use of school premises.
- keep the health and safety and emergency procedures and policies under review, ensuring that necessary checks and assessments are carried out and prioritised for action.
- Ensure the safe management and maintenance of asbestos, fire safety and statutory testing. For a comprehensive overview of the legislation and compliance requirements, please see Compliance Monitoring for Council Buildings: http://www.fedps.org.uk/compliance_monitoring.pdf which sets out the responsibilities for employers and duty holders. Independent schools, Academies and Free Schools have sole responsibility. For maintained schools, both Local Authorities and schools have responsibilities for the repair and maintenance of premises.

Staffing

- agree the staffing establishment and structure (teaching and non-teaching) at least annually in relation to the budget and the school development plan;
- keep under review appropriate staffing policies and procedures - to include grievance, discipline, redundancy, capability, sickness absence, whistle blowing and pay, ensuring that these meet the provisions of the School Teachers' Pay and Conditions Document and relevant professional standards and that staff are consulted and informed appropriately;
- to keep under review the appraisal / performance management policy and how staff objectives and CPD are linked to school improvement priorities
- recommend to the governing body the procedure for filling vacancies and making staff appointments below the Leadership Group.
- ensure that the school complies with the General and Specific Equality Duties in relation to staff, in particular recruitment, retention and development and to report any emerging issues to the governing body.
- ensure the school complies with the latest requirements in relation to safe recruitment and safeguarding procedures.
- consider any issues referred by the headteacher outside any scheme or policy adopted by the governing body.

The Committee will also *form / nominate 3 governors to form a **Pay and Review Committee** to:*

- ensure a review of the whole school pay policy to take account of local and national developments and make appropriate recommendations to the governing body.
- ensure an annual review of teachers' salaries in line with current arrangements in the School Teachers' Pay and Conditions Document and appraisal regulations**;
- ensure an annual review of support staff salaries in line with current arrangements in the NJC for local government or other appropriate bodies;
- consider the recommendation of the headteacher's performance review group in relation to the headteacher's pay ***;

**Anyone employed to work at the school other than the headteacher must withdraw from this item

***Anyone employed to work at the school including the headteacher must withdraw from this item

CURRICULUM, CHILDREN AND COMMUNITIES COMMITTEE

The Curriculum, Children and Communities committee will oversee the school's contribution to pupil well-being, and parental and community engagement, including the behaviour and safety of pupils, promotion of healthy lifestyles and contribution to the school and wider community. The committee will monitor pupil achievement, ensuring the school provides a high quality teaching and learning experience and delivers a broad and balanced curriculum in keeping with the school's aims, all pupil needs and legal requirements.

The committee will:

- recommend / report to the governing body on pupil performance targets;.
- monitor school based, local and national performance data and reports, evaluating progress and achievement and analysing the performance of different groups and subjects;
- keep under review the quality of teaching and learning and the professional development needs of staff.
- keep under review the SEND policy, monitoring provision and ensuring that the school fulfils its responsibilities for pupils with special educational needs and with disabilities.
- monitor and evaluate the progress and attainment of vulnerable or low attaining groups eg children eligible for free school meals, looked after children, young carers, and evaluate the effectiveness of provision, eg the use of the Pupil Premium.
- keep under review policies designed to promote good behaviour and discipline and associated policies eg anti-bullying, monitor their implementation and evaluate outcomes eg the impact on exclusions in the school.
- monitor attendance and evaluate strategies designed to maximise it;
- keep under review any trends in pupil exclusions and strategies designed to minimise exclusions.
- establish a child protection policy that meets all requirements, monitor and evaluate the effectiveness of safeguarding procedures and make recommendations to the governing body to address any emerging issues;
- keep under review the way in which pupil views are taken into account, including the school council and monitor and evaluate the engagement of parents with the school, parental views and how these are taken into account and consider ways in which home-school links can be further developed, making appropriate recommendations;
- monitor and evaluate the effectiveness of communications with parents including statutory requirements such as the publication of information on the school website, complaints procedure and home-school agreement;
- monitor community links and community use of the school, and evaluate the school's contribution to promoting community cohesion;
- monitor the range of the extended school offer including after school clubs, school performances and visits and evaluate its impact;
- monitor and evaluate the welfare requirements of the Early Years Foundation Stage (if applicable);
- monitor EAL provision and ensure that the needs of children are met;
- keep under review policies and provision for sex and relationships education, religious education and collective worship and make recommendations to the governing body as necessary;
- ensure that the school meets the General and Specific Equality Duties in relation to teaching and learning, curriculum, achievement and progress;
- determine, monitor and evaluate the range and the impact of extended activities on pupil learning;
- determine, monitor and evaluate the charging policy for school activities.

AD HOC COMMITTEES AND PANELS

Headteacher Performance Management- 2 delegated Governors with an adviser

Staff Capability, Discipline or Grievance- 3 Governors as available, not conflicted or employed by the school

PUPIL DISCIPLINE COMMITTEE

Membership

The Committee will be called when required from eligible* members of the governing body, from whom *three* will be called to serve, with one reserve.

The Committee will be clerked by an externally appointed clerk (who may not be a governor or the headteacher)

The Chair of the Committee will be agreed by the committee at a pre-meeting

** No governor will serve if s/he has a connection with the pupil, family, or the incident which could affect their ability to act impartially.*

Quorum:

The quorum for meetings of the Committee is three governors

Meetings:

The Committee will meet when required

Responsibilities

- To receive representations from parents whose child has been excluded for more than five and less than fifteen school days in any one term if requested
- To consider the circumstances of any pupil excluded permanently or for more than fifteen days in a term, or who will be unable to sit a public examination as a result of exclusion: and
- Decide whether to direct reinstatement of any such pupil so excluded
- Where the committee is notified of an exclusion of five school days or less, the committee, or the chair of the committee, may consider any statement from the parent (or pupil, if 18+)
- Report the outcome of any committee decisions to the next full meeting of the governing body ensuring that confidentiality is maintained at all times.

If an exclusion causes a pupil to miss sitting a public examination, the pupil discipline committee will meet before the exam wherever possible. If this is not practical, the Chair may take action on behalf of the committee

The Committee will take account of the latest DfE guidance and relevant information and training.

Appeals by parents against the decision of the Pupil Discipline Committee are dealt with by an independent panel established by the local authority. The LA Review panel has no powers to direct reinstatement but it can uphold the decision to exclude, recommend the GB to reconsider the decision or quash the original decision, if it believes it was flawed, and direct the GB to reconsider the case. It may be given additional powers when it has recommended reconsideration of a quashed decision of the GB, e.g. about what should go on a pupil's record. In some circumstances this may result in adjustment to the school's budget. (costs of review panel).