

JOHN RUSKIN SCHOOL & LANGUAGE CLASSES

COMMITTEE TERMS OF REFERENCE

2020/21

STAFF / PUPILS SUB-COMMITTEE - TERMS OF REFERENCE

1. Membership

The membership of the Committee shall be not less than three governors.

2. Quorum

The quorum for meetings of the Committee shall be three governors, who are members of the committee.

3. Frequency of Meetings

The Committee shall meet at least once per term.

4. Delegated Functions

4.1 To keep under review the school's statutory obligations in relation to the National Curriculum.

4.2 To ensure the curriculum is balanced and broadly based.

4.3 To monitor school based, local and national performance data and reports (e.g. Raiseonline), evaluating achievement and analysing the performance of different groups and subjects.

4.4 To monitor the impact of the use of Pupil Premium funding.

4.5 To ensure religious education (RE) and collective worship are provided in accordance with statutory requirements.

4.6 To monitor the provision for and evaluate the progress and attainment of vulnerable groups e.g. children eligible for FSM, looked after children, young carers, and evaluate the effectiveness of intervention strategies.

- 4.7 To ensure that the school meets the General and Specific Equality Duties in relation to teaching and learning, curriculum, achievement and progress.
- 4.8 To keep under review the school's self-evaluation process.
- 4.9 To monitor the implementation and evaluate the outcomes of the Behaviour Policy.
- 4.10 To monitor pupil attendance and evaluate strategies designed to maximise it.
- 4.11 To ensure the Register of pupils' admission to school and the Register of pupils' attendance are kept in accordance with statutory requirements.
- 4.12 To determine any other matters referred to the Committee by the Governing Body.
- 4.13 To oversee the school's contribution to pupil well-being, including the extent to which pupils feel safe, adopt healthy lifestyles and contribute to the school and wider community.
- 4.14 To monitor pupil attendance and evaluate strategies designed to maximise it.
- 4.15 To 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.
- 4.16 To monitor and evaluate the effectiveness of communications with parents including statutory requirements such as the complaints procedure.
- 4.17 To monitor community links and community use of the school, and evaluate the school's contribution to promoting community cohesion.
- 4.18 To monitor the range of the extended school offer and evaluate its impact.

5. Policies

- 5.1 To ensure an Accessibility Plan is established and recommended to the Governing Body for approval, and is reviewed every three years.
- 5.2 To ensure a Governors' Statement on Behaviour & Discipline is established and recommended to the Governing Body for approval.
- 5.3 To ensure a Sex & Relationship Education Policy is established and recommended to the Governing Body for approval.
- 5.4 To approve the staffing complement and staffing structure (both teaching and non-teaching) for the school.
- 5.5 The Governing Body delegates to the Headteacher the appointment of staff, except to the posts of Headteacher, Deputy Headteacher and Assistant Headteacher. When a vacancy arises for a Headteacher or Deputy Headteacher post a selection panel must be appointed by the full Governing Body in accordance with statutory regulations. The appointment of Assistant Headteachers is delegated to the Resources Committee.
- 5.6 To ensure that provision is made for the continuing professional development (CPD) of staff

6. Reporting to the Governing Body

- 6.1 The Committee clerk will send the minutes (or draft minutes) of its meetings to the clerk of the Governing Body for inclusion with the agenda of the next meeting of the Governing Body.
- 6.2 The Committee Chair (or, if the Committee Chair is not present at the full Governing Body meeting, any other member of the Committee who was present at the Committee meeting) shall report to the full Governing Body on any actions undertaken by the committee, as delegated to the Committee by the Governing Body, including but not limited to the approval of any policies.

FINANCE SUB-COMMITTEE - TERMS OF REFERENCE

1. Membership

The membership of the Committee shall consist of not less than three governors.

2. Quorum

The quorum for meetings of the Committee shall be three governors, who are members of the committee.

3. Frequency of Meetings

The Committee shall meet at least once per term.

4. Delegated Functions

Finance

4.1 To oversee the preparation of the annual budget plan and ensure it links to the school development plan priorities.

4.2 To approve the budget.

4.3 To ensure the school's delegated budget is administered in accordance with the LA's Scheme for Financing Schools.

4.4 To ensure the school meets the Schools Financial Value Standard (SFVS) and that the return is submitted to the Local Authority.

4.5 To monitor the expenditure of the school's annual budget share.

4.6 To monitor Pupil Premium expenditure.

- 4.7 To receive reports from the Headteacher and/or the school's finance officer on the school's financial accounts.
- 4.8 To consider any audit report and respond to the recommendations of such reports.
- 4.9 To monitor the expenditure of all voluntary funds kept on behalf of the Governing Body.
- 4.10 To ensure any virements between budget heads are in accordance with the levels set and in accordance with the LA's Scheme for Financing Schools and the School's Scheme of Delegation.
- 4.11 To ensure information required by the School Information Regulations and other statutory sources is published online.

Pay

- 4.23 To carry out an annual salary review of teaching staff (and if appropriate other staff) working at the school.
- 4.24 To consider and make recommendations to the governing body on performance pay awards for teaching staff, the Headteacher and Deputy/Assistant Headteachers.

Other

- 4.25 To determine any other matters referred to the Committee by the Governing Body.

5. Policies

- 5.1 To ensure a Charging & Remissions Policy is established and recommended to the Governing Body for approval.
- 5.2 To ensure an Equality Information & Objectives Statement is established and recommended to the Governing Body for approval, and is reviewed every four years.

- 5.3 To ensure a Financial Scheme of Delegation that clearly defines the responsibilities of the Governing Body, Headteacher and School Staff for the financial, human and asset resource management of the school is established and recommended to the Governing Body for approval, and is reviewed every years.
- 5.4 To ensure a Governors' Allowances Policy is established and recommended to the Governing Body for approval.
- 6. Delegated Functions
- 6.1 To carry out an annual salary review of teaching staff (and if appropriate other staff) working at the school.
- 6.2 To consider and make recommendations to the governing body on performance pay awards for teaching staff, the Headteacher and Deputy/Assistant Headteachers.
- 6.3 To determine any other matters referred to the Committee by the Governing Body.
- 7. Reporting to the Governing Body
- 7.1 The Committee clerk will send the minutes (or draft minutes) of its meetings to the clerk of the Governing Body for inclusion with the agenda of the next meeting of the Governing Body.
- 7.2 The Committee Chair (or, if the Committee Chair is not present at the full Governing Body meeting, any other member of the Committee who was present at the Committee meeting) shall report to the full Governing Body on any actions undertaken by the committee, as delegated to the Committee by the Governing Body, including but not limited to the approval of any policies.

PREMISES SUB-COMMITTEE - TERMS OF REFERENCE

1. Membership

The membership of the Committee shall consist of not less than three governors.

2. Quorum

The quorum for meetings of the Committee shall be three governors, who are members of the committee.

3. Frequency of Meetings

The Committee shall meet at least once per term.

Delegated Functions

- 4.1 To ensure a Health & Safety and Risk Assessments Policy is established and recommended to the Governing Body for approval.
- 4.2 To set (where appropriate) a Lettings Policy for use of the school premises, and to recommend it to the Governing Body for approval.
- 4.3 To ensure a Non-teacher Capability Procedure is established and recommended to the Governing Body for approval.
- 4.4 To ensure a Statement of procedures for allegations of abuse against staff is established and recommended to the Governing Body for approval.
- 4.5 To ensure a Teacher Appraisal Policy is established and recommended to the Governing Body for approval.
- 4.6 To ensure a Teacher Capability Policy is established and recommended to the Governing Body for approval.
- 4.7 To ensure a Teacher Capability Policy (ill-health) is established and recommended to the Governing Body for approval

5. Health & Safety

- 5.1 To approve plans (e.g. asset management plans) for the improvement and maintenance of the premises and grounds within the budget allocation.
- 5.2 To ensure compliance with statutory health and safety regulations.
- 5.3 To ensure adequate premises, contents and public liability insurance is in place.
- 5.4 To ensure all reasonable efforts are made to achieve maximum energy conservation.
- 5.5 To exercise with the Headteacher responsibility for the use of school premises both during and outside the school day.
- 5.6 To determine, within the budget allocation, the provision of services relating to facilities management and grounds maintenance (including the approval and monitoring of any contracts for such services).
- 5.7 To ensure day-to-day repairs and maintenance are monitored.
- 5.8 To establish and keep under review the premises elements of the accessibility plan.

6. Reporting to the Governing Body

- 6.1 The Committee clerk will send the minutes (or draft minutes) of its meetings to the clerk of the Governing Body for inclusion with the agenda of the next meeting of the Governing Body.
- 6.2 The Committee Chair (or, if the Committee Chair is not present at the full Governing Body meeting, any other member of the Committee who was present at the Committee meeting) shall report to the full Governing Body on any actions undertaken by the committee, as delegated to the Committee by the Governing Body, including but not limited to the approval of any policies.

	First Appointed	Term Start	Term End
Local Authority Governors			
Mr William Rowe	01 Oct 2007	10 Nov 2018	09 Nov 2022
Co-opted governors			
Mr Augustine Adjei	06 Mar 2013	21 May 2018	20 May 2022
Mr John Bulwer	25 Mar 2013	25 Mar 2019	24 Mar 2023
Mr Mark Howarth	18 May 2009	18 May 2019	17 May 2023
Mr Jeff Hudson	28 Jun 2011	21 May 2018	20 May 2022
Ms Rachael Morgan	22 Sep 2011	10 Nov 2018	09 Nov 2022
Rev Jonathan Roberts	21 Mar 2016	20 Mar 2018	20 Mar 2022
Ms Emily Wilson	08 Nov 2010	08 Nov 2018	07 Nov 2022
Vacancy (1)			
Headteachers			
Ms Clare Tayton	01 Sep 2003		
Parent governors			
Ms Winnie Baffoe	26 Jun 2018	26 Jun 2018	25 Jun 2022
Mr Festus Egbeyemi	18 Dec 2018	18 Dec 2018	17 Dec 2022
Staff governors			
Miss Belindy Date	06 Mar 2013	10 Nov 2016	09 Nov 2020

	AUTUMN TERM	SPRING TERM	SUMMER TERM	NOTES ON STATUTORY POLICIES
GOVERNING BODY	Mandatory	Mandatory	Mandatory	Adopt statutory policies in the Autumn term (unless already adopted):
	Election of Chair and Vice Chair	Admission Arrangements - Determine (w here school is its own admission authority)		Behaviour Policy
	Register of Business Interests	Equality data to publish - Review		Code of Conduct for Staff
	Review committee membership	SVFS - to adopt and Chair of Governors to sign and submit to LA by 31st March		Complaints Policy
	Information to Publish on School website - Governors			Freedom of Information Act Publication Scheme
	Headteacher performance management outcome			Grievance Policy
	<u>POLICIES - Review and adopt the following policies annually</u>			School Improvement Plan
	Child Protection Policy			Staff Disciplinary Procedure
	Pay Policy			Supporting Pupils with Medical Conditions Policy
	SEN Information Report			<u>Adopt statutory policies in the Autumn term every 2 years:</u>
	Terms of Reference - all committees			Data Protection Policy
	<u>POLICIES - Adopt the following policy as recommended by committee annually</u>			<u>Adopt statutory policies in the Autumn term every 7 years:</u>
	Financial Scheme of Delegation			Admissions Policy
	Good Practice	Good Practice	Good Practice	<u>Adopt statutory policies as recommended by committee in the Autumn term (unless already adopted):</u>
	Governing body membership & vacancies, attendance and training - STANDING ITEM	Governing body membership & vacancies, attendance and training - STANDING ITEM	Governing body membership & vacancies, attendance and training - STANDING ITEM	Charging Policy and Remissions
	Committee meeting attendance, minutes and report back on delegated functions - STANDING ITEM	Committee meeting attendance, minutes and report back on delegated functions - STANDING ITEM	Committee meeting attendance, minutes and report back on delegated functions - STANDING ITEM	
	Link Governor Visit Reports - STANDING ITEM	Link Governor Visit Reports - STANDING ITEM	Link Governor Visit Reports - STANDING ITEM	Governors' Allowances Policy
	Headteacher's Report (with update on Safeguarding) - STANDING ITEM (to be included in agenda, governors to ask questions)	Headteacher's Report (with update on School Improvement Plan and Safeguarding) (to be included in agenda, governors to ask questions) - STANDING ITEM	Headteacher's Report (with update on School Improvement Plan and Safeguarding) (to be included in agenda, governors to ask questions) - STANDING ITEM	Governors' Statement on Behaviour & Discipline
	Adopt updated School Improvement Plan and review progress - STANDING ITEM	Receive Senior Advisor visit reports - STANDING ITEM	Receive Senior Advisor visit reports - STANDING ITEM	Health & Safety Policy and Risk Assessments
	Receive Senior Advisor visit reports - STANDING ITEM	Review of staff training	Set meeting dates for next academic year	Non-teacher Capability Procedure
Review exam and assessment results		Make arrangements for Headteacher's performance management	Sex & Relationships Education Policy	
Review parent, staff & pupil survey results		Self review of Governing Body (SEF)	Statement of procedures-allegations of abuse against staff	
Consider Admissions Policy, if admission arrangements are to be changed in the spring term			Teacher Appraisal Policy	
Academies - Mandatory			Teacher Capability Policy	
Review Annual Accounts			Teacher Capability Policy (ill-health)	
Review Audit			Teacher Capability Policy (ill-health)	
Review requirements of Academies Financial Handbook			<u>Adopt statutory policies as recommended by committee in the Autumn term every 3 years:</u>	
Review Governance Statement			Accessibility Plan	
			<u>Adopt statutory policies as recommended by committee in the Autumn term every 4 years:</u>	
			Equality Information & Objectives Statement	
RESOURCES	Mandatory	Mandatory	Mandatory	<u>Recommend to the governing body for adoption in the Autumn term (unless already adopted):</u>
	Election of committee Chair	SVFS - to consider	Review end of year budget - STANDING ITEM	Charging Policy and Remissions
	Pay - review staff salaries		Set new budget - STANDING ITEM	Governors' Allowances Policy
	<u>POLICIES - Review and recommend to the governing body for adoption annually</u>			Health & Safety Policy and Risk Assessments
	Financial Scheme of Delegation			Non-teacher Capability Procedure
	Good Practice	Good Practice	Good Practice	Statement of procedures-allegations of abuse against staff
	Finance update - STANDING ITEM	Finance update - STANDING ITEM	Finance update - STANDING ITEM	Teacher Appraisal Policy
	Premises update - STANDING ITEM	Premises update - STANDING ITEM	Premises update - STANDING ITEM	Teacher Capability Policy
	Personnel update - STANDING ITEM	Personnel update - STANDING ITEM	Personnel update - STANDING ITEM	Teacher Capability Policy (ill-health)
	Pay update - STANDING ITEM	Pay update - STANDING ITEM	Pay update - STANDING ITEM	
	Budget monitoring - STANDING ITEM	Budget monitoring - STANDING ITEM	Pupil Premium Expenditure - STANDING ITEM	<u>Review and recommend to the governing body for adoption in the Autumn term every 4 years:</u>
	Pupil Premium Expenditure - STANDING ITEM	Pupil Premium Expenditure - STANDING ITEM	Review School Improvement Plan progress - STANDING ITEM	Equality Information & Objectives Statement
	Review School Improvement Plan progress - STANDING ITEM	Review School Improvement Plan progress - STANDING ITEM	Review Staffing Structure	
	Review committee Terms of Reference	Review value for money and benchmarking data		
	Review Staff Performance Management outcomes	Review staff attendance		
Fire Risk	Feedback from Headteacher's Performance Management Review			
CURRICULUM & STANDARDS	Mandatory	Mandatory	Mandatory	<u>Recommend to the governing body for adoption in the Autumn term (unless already adopted):</u>
	Election of committee Chair		Pupil Premium	Governors' Statement on Behaviour & Discipline
			PE and Sport Premium	Sex & Relationships Education Policy
	Good Practice	Good Practice	Good Practice	
	Safeguarding - STANDING ITEM	Safeguarding - STANDING ITEM	Safeguarding - STANDING ITEM	<u>Review and recommend to the governing body for adoption in the Autumn term every 3 years:</u>
	Review Pupil Progress - STANDING ITEM	Review Pupil Progress - STANDING ITEM	Review Pupil Progress - STANDING ITEM	Accessibility Plan
	Review Quality of Teaching - STANDING ITEM	Review Quality of Teaching - STANDING ITEM	Review Quality of Teaching - STANDING ITEM	
	Review School Improvement Plan progress - STANDING ITEM	Review School Improvement Plan progress - STANDING ITEM	Review School Improvement Plan progress - STANDING ITEM	
	Review pupil attendance and exclusions - STANDING ITEM	Review pupil attendance and exclusions - STANDING ITEM	Review pupil attendance and exclusions - STANDING ITEM	
	Review committee Terms of Reference	Pupil Voice	Review EYFS (Primary settings only)	
	Data analysis - RAISE Online/data dashboard etc	Review careers education (Secondary settings)	Review Published information - schools	
	Pupil Premium impact	Parental Engagement & Communication	Extended school offer	
		Monitor/evaluate Behaviour Policy	Promoting community cohesion	
		Pupil Wellbeing		