



Morley Memorial Primary School Full Governing Body Terms of Reference 2016-17

Functions

The core functions of the Full Governing Body are as follows:

1. Ensuring clarity of vision, ethos and strategic direction;
2. Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
3. Overseeing the financial performance of the school and making sure its money is well spent.

Other main functions:

- Appoint selection panel for Head Teacher and Deputy Head.
- To approve the first formal budget plan at a meeting of the Resources committee to which all governors are invited.
- Ratify or reject decisions of appointed selection panels
- To appoint the panel to carry out the appraisal of the Head Teacher.
- Establish and review procedures for addressing staff discipline, conduct and grievance.
- To set the times of school sessions and the dates of school terms and holidays
- To appeal against Local Authority directions to admit pupil(s)
- To consider forming or joining a group of schools
- To publish proposals to change category of school and to decide whether to convert to academy status
- To consider approach and time scale to academy conversion
- To consider forming or joining an existing Multi Academy Trust (MAT)
- To consider forming a federation or joining an existing federation, to consider requests from other schools to join the federation
- To review any federation structure including any subsequent conversion to MAT status
- To draw up an instrument of government and any amendments thereafter
- To appoint (and remove) the Chair and Vice-Chair of a permanent or a temporary governing body
- To appoint and dismiss the clerk
- To appoint and remove co-opted governors
- To appoint Local Authority governors
- To set up and publish a register of governors' business and pecuniary interests
- To set and publish the structure and remit of the Governing Body and any committees including governor appointment details, term of office and attendance record
- To decide the committee structure of the Governing Body.

- To consider whether or not to exercise delegation of functions to individuals or committees and to review this delegation annually.
- To regulate the Governing Body procedures (where not set out in law)
- To appoint link governors
- To suspend a governor
- To oversee the arrangements for the induction of new governors to include an induction pack and procedures
- To consider training requirements on a regular basis to include whole Governing body and individual governor training
To evaluate Governing Body performance.
- To formally approve the school's ethos, vision and 3 to 5 year strategic plan.
- To formally approve the annual School Development Plan.
- To review progress against strategic priorities in the 3 to 5 year strategic plan and priorities in the annual School Development Plan
- 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*
- To enter into contracts above £10,000
- To annually review safeguarding procedures.
- To monitor standards, achievement and progress of children in the school by looking at the data for Early Years, Year 2 and Year 6.
- To set and publish targets for pupil performance.
- To consider reports on the performance of the school such as Ofsted, Raise Online and the Keeping In Touch (KIT) report from the local authority.
- To monitor attendance
- To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the Prevent Duty into the Child Protection Policy.
- To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside the school day).
- To agree and review the policies in the following areas:
 - Admissions
 - Code of conduct for governors.
 - Safeguarding, child protection and intimate care.
 - Governor roles and responsibilities (including visits)
 - School dress code
 - Special educational needs
 - Staff discipline, conduct and grievance policies.

Membership – as per the Instrument of Government

Disqualification – as per Regulation 20 and Schedule 6 of the Constitution Regulations

These terms of reference agreed by the Governing Body	17.10.16
--	----------

Quorum:	One half of the number of Governors in post
----------------	--



Morley Memorial Primary School Resources Committee Terms of Reference 2016-17

Function of the Resources Committee

The Resources Committee is responsible for advising and supporting the head teacher to ensure that the school's resources are used to promote the best outcomes for children and the delivery of the priorities in the 3-5 year strategic plan and annual School Development Plan.

In particular, the Committee is responsible for:

a) Finance

- To oversee the longer term strategic planning of the school's finances
- In consultation with the Head teacher, to draft the first formal budget plan of the financial year to deliver the priorities in the School Development Plan (SDP)
- To approve the first formal budget plan at a meeting to which all governors are invited.
- To agree annual action plans and monitor how school premiums are spent (Sports Premium, Pupil Premium)
- To monitor income and expenditure
- 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 enter into contracts with regard to the financial limits set out below
- As part of the delegation of the day-to-day financial management of the school, the Head teacher will have delegated powers to authorise expenditure not in excess of **£5,000** per purchase and authorise virement of an amount of money not in excess of **£5,000**.
- The Resources Committee will have delegated powers to authorise expenditure not in excess of **£10,000** and authorise virement of an amount of money not in excess of **£10,000** (amounts over **£10,000** to be approved by the full Governing Body)
- To ensure that the school operates within the Financial Regulations of the Local Authority
- To complete the School Financial Value Standard annually for the Chair to sign and the Business and Community Development Manager to submit to the Local Authority
- To make decisions in respect of service agreements and contracts
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- To review the charges and remissions policy every two years
- To approve and set up a Governors' expenses scheme
- To decide whether to offer additional extended school activities, to decide what form these should take and to decide whether to stop providing extended schools activities.

b) Fundraising

- To set the school's priorities for fundraising

- To liaise with the Friends of Morley to ensure fundraising priorities are aligned

c) Pay and Personnel

- To review the staffing structure in consultation with the head teacher so it is effective in delivering the priorities in the School Development Plan and improving the learning of all pupils
- To review the Pay Policy for all categories of staff and to be responsible for its administration and review
- To oversee the appointment procedure and safer recruitment for all staff
- To review all personnel policies including Performance Management, Teacher Appraisal, Capability, Harassment and Persistent Complaints
- To oversee the process leading to staff reductions and determine dismissal and early retirement payments
- To keep under review staff work life balance, working conditions and well-being
- To monitor levels of staff absence once per term

d) Buildings

- To advise the governing body on priorities, including health and safety, for the maintenance and development of the school's premises so they provide a good learning environment to deliver the priorities in the 4 year strategic plan and the annual School Development Plan.
- To ensure arrangements are in place for repairs and maintenance
- 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 policies agreed by the Governing Body
- To review that any building development or improvement supports the school's priorities as detailed in the school 4 year strategic plan and the annual School Development Plan.
- To establish an accessibility plan and review it every three years
- To review buildings insurance and personal liability

e) Communications and data

- To oversee the school's strategy and approach to communications and engagement with parents and other stakeholders
- To ensure that the school makes effective use of the website, newsletters and other channels to inform and engage parents and other stakeholders
- To establish a data protection policy and review it at least every two years
- To establish and publish a Freedom of Information scheme and ensure the school complies with it
- To ensure all documents required under statutory regulation are published on the school's website including details of governance arrangements
- To establish, publish and review a complaints procedure

Membership

Membership of the Resources Committee is to be decided annually by the full Governing Body. The school's business and community manager will be a non-voting member.

Chair

The committee will elect from their number a chair and vice chair at the first meeting of each academic year.

Meetings

There will be regular meetings of the Resources Committee each year (at least 3) as required. One week's notice of the agenda must be given by the clerk of the committee when convening a meeting. The clerk will be responsible for calling the meetings and producing minutes.

Quorum	One half of the governors on the committee
---------------	--

Date Committee established	1/9/13
-----------------------------------	--------

These terms of reference agreed by the Governing Body	17.10.2016
--	------------



Morley Memorial Primary School Learning Committee Terms of Reference 2016-17

Functions of the Learning Committee

Decisions taken by the Committee must be led by the priorities identified within the school's 3-5 year strategic plan and annual School Development Plan. The main function of the Learning Committee will be to advise and work with the head teacher to promote the best educational outcomes for all children at the school.

- To monitor standards, achievement and progress of children in the school
- To consider and advise the Governing Body on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy
- To monitor matters related to improving the quality of teaching not otherwise monitored in the annual School Development Plan.
- To monitor standards in leadership and management not otherwise monitored in the annual School Development Plan.
- To review all equality policies
- To establish and publish annually an 'equality information and objectives statement', and review equality objectives every four years
- To monitor that the learning needs of different groups of children are met and that their outcomes are improving
- To monitor the impact of Pupil Premium funding
- To produce a set of written principles for the school behaviour policy and present these to the head teacher, parents, staff and students for consultation
- To review the use of exclusion
- To determine whether to publish a home-school agreement.
- To provide clear advice, informed by statutory guidance, on which a strategy for careers advice and guidance can be based
- To have responsibility for ensuring that provision of religious education (RE) meets statutory requirements and/or the requirements of any trust deed
- To publish and update at least annually a Special Educational Needs (SEN) information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014)

- To review all policies relating to curriculum, learning policies and behaviour. Currently these are:
 - Equality Policy
 - Exclusion of Pupils Policy
 - Gifted and Talented Policy

- ITC Acceptable Use Policy
- Personal, Social and Health Education
- Pupil Discipline Policy
- Tackling Bullying Policy
- Teaching, Learning and Assessment Policy
- Sex and Relationship Education
- Sick children

Membership

Membership of the Learning Committee is to be decided annually by the full Governing Body.

Chair

The committee will elect from their number a chair and vice chair at the first meeting of each academic year.

Meetings

There will be regular meetings of the Learning Committee each year (at least 3) as required. One week's notice of the agenda must be given by the clerk of the committee when convening a meeting. The clerk will be responsible for calling the meetings and producing minutes.

Quorum	One half of the governors on the committee
Date Terms of Reference established	December 2013
Date of review:	17.10.2016



Morley Memorial Primary School Performance Management Committee

Terms of Reference 2016 - 2017

Function of the Performance Management Committee

- To appraise the Head teacher.
- To recommend the Head teacher's salary to the Salary Review Committee.
- To monitor the effectiveness of the appraisal of teaching staff.

Meetings

- The Committee will meet at least annually and at other times as required.

Quorum	One half of the governors on the committee
---------------	--

Date of review:	19.10.16
------------------------	----------



Salary Review Committee Terms of Reference 2016 - 2017

Function of the Salary Review Committee

- To decide upon pay discretions in line with the pay policy and legal requirements.
- To agree the Headteacher's salary after considering the recommendations of the Headteacher's Performance Management Committee.

Meetings

- The Committee will meet annually in the first half of the autumn term to agree pay awards.
- The Committee will meet at other times as required.

Quorum	One half of the governors on the committee
---------------	--

Date of review:	17.10.16
------------------------	----------