

Melbourne Junior School Governors' Decision Planner/Terms of Reference 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

MELBOURNE JUNIOR SCHOOL

GOVERNING BODY REMITS

Function statement
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 headteacher and deputy headteacher 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 ensure that the school meets for 380 sessions in a school year
14. To approve the Annual Budget Plan*
15. To establish the financial limits of delegated authority to enter into commitments and to authorise payments
16. To approve a written description of financial systems and procedures in line with the LA's scheme for financing schools
17. To recruit a new headteacher
18. To recruit a new deputy headteacher
19. Ratification of the appointment of a headteacher and deputy headteacher
20. To determine the arrangements for the appointment of all other staff
21. To recruit staff on the leadership spine
22. To recruit all other staff related to teaching
23. To appoint and dismiss the clerk to governors
24. To participate in the school self review process including the review of the governing body effectiveness
25. Setting the Individual School Range (ISR)
26. Decision to federate or form joint committees with other schools.
27. To consider whether or not to exercise delegation of functions to individuals or committees
28. To decide to offer additional activities under extended schools provision - or to cease provision
29. To ensure the school is working to the Standard Financial Value Statement (SFVS)
30. To appoint a clerk to the Discipline Committee (who is not a governor or the headteacher)
31. To monitor and review pupil attendance
32. To establish and monitor a governors expenses scheme
33. To publish proposals to alter, discontinue or change category of school
34. To approve the School Improvement Plan
35. To receive school improvement information from the school, LA and Ofsted
36. To contribute as required to LA asset management planning arrangements
37. Procuring and maintaining buildings including developing properly funded maintenance plans
38. Determine honorarium payments and temporary pay enhancements
39. To suspend the headteacher

40. To end the suspension of the headteacher	
41. To suspend other staff	
42. To end the suspension of other staff	
43. To determine dismissal payments/early retirement	
44. To dismiss the headteacher	
45. To dismiss other staff	
46. To set and publish targets for pupil achievement	
47. To receive reports from an individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary.**	
48. To consider in detail any inspection report made by Ofsted or the LA	
49. To ensure that recommendations following an Ofsted inspection are incorporated into the SDP/SIP	
50.To review annually the performance management policy	
51.To implement the performance management policy	
52.To review annually the school's pay policy	
53.To implement the pay policy	
54.To manage the annual salary review, including post-threshold progression for teachers	
55. To agree priorities, approve and monitor the SDP/SIP	
56 .To formulate the School Improvement Plan	
57. To monitor pupil achievement against set targets	

*DCC provide information and guidance within the LA's scheme for financing schools. This function **can** be delegated to the Finance Committee.

**these matters cannot be delegated to either a committee or individual.

F&GP/PERSONNEL COMMITTEE

Function statement	Delegated to:
1.To agree priorities, approve and monitor the SDP/SIP	
2.To comment upon and approve the School Prospectus	Head Teacher
3.To formulate the School Improvement Plan	
4.To agree and organise an annual governing body self-evaluation process	
5.To monitor school records	
6.To determine matters relating to health and safety and the security of the premises and its occupants	
7.To monitor the use and suitability of the premises in relation to the above	
8.To develop and systematically review policies relating to staffing matters and to make recommendations for adoption/amendment of these to the full governing body eg disciplinary/capability procedures/absence management	
9.To hear appeals made by staff in relation to the above	Appeals Committee
10.To formulate the budget plan	
11.To monitor expenditure (including standards fund and private school funds) against the budget plan and agree adjustments as necessary	
12.To enter into contracts	Head Teacher
13. To ensure that the principles of Best Value are followed when making decisions.	
14.To operate the governing body's arrangements for obtaining quotations and inviting tenders (LA scheme for financing schools)	Head Teacher
15.To maintain inventories and security of assets (LA scheme for financing schools)	Head Teacher
16.To monitor income from the sale of assets (LA scheme for financing schools)	
17.To formulate a charging and lettings Policy	
18.To formulate a charging and remissions policy for activities (non national curriculum based)	
19.To determine payments regarding petty cash	Head Teacher
20.To determine arrangements for the accounts and the annual auditing of the school funds and to send audited accounts to education finance	
21.To monitor actions following an LA internal audit	
22.To determine insurance arrangements	
23.To approve the writing off of irrecoverable debts up to (£25) and the disposal of surplus and damaged equipment	
24.To determine the staff complement	
25.To determine staffing structure	
26. To ensure that the SFVS is completed and submitted to the LA Audit Section by 31 March each year.	
27.To consult annually with the LA on its admissions policy	
28.To implement the admissions policy	
29.To approve/amend policies as appropriate to the committee	
30. To review the School Financial Regulations and Procedures annually and to make recommendations for any changes and additions to the Governing Board. The LA Finance section will alert schools to any changes via the Schools Extranet.	

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: Rob Peat Jane Whirledge Danielle Martin Margaret Whitehead Russell Grant	Chair of Committee: Rob Peat Vice Chair of Committee:
3 October 30 January 27 March 19 June	Quorum: four

CURRICULUM COMMITTEE

Function statement	Delegated to
1. To work with the headteacher to agree a curriculum statement for approval or amendment by the governing body	
2. To ensure that the national curriculum is in place and to consider any disapplication to pupils	
3. This committee will review the school's teaching and learning and curriculum-related policies in line with the agreed cycle and make recommendations to the Governing Body for change.	
4. To plan, monitor and review the academic and pastoral arrangements of the school in order to ensure that the school maintains and delivers a broad and balanced curriculum in keeping with aims of the school.	
5. To monitor the provision of the National Curriculum and its assessment procedures in line with the legal framework.	
6. To ensure that the school leadership has appropriate systems for monitoring and evaluating the quality of teaching and learning in the school.	
7. To agreed priorities for curriculum development and teaching and learning through critical decisions of SE (Self Evaluation) in collaboration with Head and staff. To ensure governors have an awareness of the barriers to learning specific to the school, eg: attendance, behaviour etc.	
8. To receive reports on and critically discuss the effectiveness of all the school's teaching and learning and curriculum and assessment policies, taking account of statutory guidance where appropriate; this will include the impact of PP. To make representations to the full Governing Body for changes as necessary, including: (i) The provision for collective worship and RE in line with the locally agreed syllabus (ii) The school's policy on sex education (non-statutory) (iii) The school's policy on charging and remissions (iv) The school's policy on special education needs ; and (v) The school's policy for PSHE and Citizenship (non-statutory)	
9. To ensure governors have a clear understanding of the school's performance data and an accurate view of how well pupils and groups of pupils are achieving compared with those in other similar schools and nationally,	
10. To ensure pupils are making appropriate progress towards targets. This may include discussion of performance data including the School Data Dashboard, RAISEonline, the LA Databook, and the school's own tracking data.	
11. To consult with and provide information to parents and the wider community on matters relating to teaching and learning and the curriculum.	
12. To ensure all pupils, particularly those in vulnerable groups (pupils entitled to the PP), (SEN&D – Special Education Needs and Disability) etc, make good progress in relation to individual needs and abilities through flexible and effective use of the resources available to the school. To ensure that expectations for learning for all groups of pupils are high and pupils participate fully in all aspects of school life.	
13. To monitor the arrangements for school visits/residentials	
14. To consider and give advice on any matters involving the curriculum referred to it by the Governing Body.	
15. To comply with the requirements of the Ofsted Inspection Framework	

16. To consider in detail any section report made by Ofsted or the LA	
17. To ensure that recommendations following an Ofsted inspection are incorporated into the SDP/SIP	
18. To discharge duties in respect of pupils with special needs by appointing a “responsible person”	
19. To approve the School Prospectus	
20. To decide school session times	
21. To adopt and review the Home School Agreement	
22. To agree and organise an annual governing body self-evaluation process	
23. To monitor school records	
24. To carry out an annual review of safeguarding children and child protection policy and procedures and report to the LA	
25.	
26. To implement the behaviour policy	
27. To annually review the behaviour policy and the use of exclusion in comparison with local and national data	
28. To set and publish targets for pupil achievement	
29. To approve/amend policies as appropriate to the committee	

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<p>Members of Committee:</p> <p>Jane Whirledge Danielle Martin David Mather Jackie Edwards Rachel Coupe</p>	<p>Chair of Committee:</p> <p>David Mather</p> <p>Vice Chair of Committee:</p>
<p>10 October 23 January 20 March 19 June</p>	<p>Quorum:</p> <p>Four</p>