

Terms of Reference: Community Sports Committee

Membership:

The Sports Centre Committee shall consist of at least three Governors and the Head of Community Sport. The Sports Centre Management Committee should meet at least once every term.

Purpose:

- To ensure high quality sports activities and provisions are offered through the Sports Centre and School Sports Partnership and that these meet the needs of the local community.
- To oversee the strategic direction of the Sports Centre and the School Sports Partnership.
- To monitor the performance of the Sports Centre and the School Sports Partnership against key performance indicators.

Activities:

1. To agree community sports targets and key performance indicators used to measure the performance of the Sports Centre and School Sports Partnership.
2. To receive a termly report from the Head of Community Sport about the performance of the Sports Centre and the School Sports Partnership.
3. To ensure collaboration between the Sports Centre and School Sports Partnership to achieve community sports targets.
4. To submit the annual budget for the Sports Centre and School Sports Partnership to the Finance Committee for approval.
5. To represent the local community and consider appropriate requests / complaints from users of the Sports Centre or members of the School Sports Partnership.
6. To set the scale of charges made by the Sports Centre and the School Sports Partnership.
7. To monitor the sports activities and provisions offered by the Sports Centre and the School Sports Partnership ensuring equal access to all groups.

Terms of Reference: Finance Committee

Membership:

The quorum for the Finance Committee shall consist of at least three Governors. The Finance Committee should meet at least once every term.

Purpose:

To assist the decision making of the governing body, by enabling more detailed consideration to be given to the best means of fulfilling the governing body's responsibility to ensure sound management of the academy's finances and resources, including proper planning, monitoring and probity. To make appropriate comments and recommendations on such matters to the governing body on a regular basis.

Major issues will be referred to the full governing body for ratification.

The committee is authorised to consider:

1. To consider the academy's indicative funding, notified annually by the ESFA, and to assess its implications for the academy, in consultation with the Headteacher, in advance of the financial year, drawing any matters of significance or concern to the attention of the governing body.
2. To consider and recommend acceptance/non-acceptance of the academy's budget annually in readiness for the summer submission to the ESFA.
3. To contribute to the formulation of the academy's development plan, through the consideration of financial priorities and proposals, in consultation with the Headteacher, with the stated and agreed aims and objectives of the academy.
4. To receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in the development plan.
5. To liaise with and receive reports from the staffing/remuneration and curriculum committees, as appropriate, and to make recommendations to those committees about the financial aspects of matters being considered by them.
6. To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the academy, and with the financial regulations of the ESFA, drawing any matters of concern to the attention of the governing body.
7. To monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, including the implementation of bank account arrangements and, where appropriate to make recommendations for improvement.
8. To work in partnership with the GUMAT in line with Scheme of Delegation and Terms of Reference.

Terms of Reference: Personnel Committee

Purpose:

To provide strategic oversight of all matters relating to staffing, staff well-being, professional development, performance, and pay, ensuring alignment with the school's values, statutory obligations, and improvement priorities.

The Academy's Head of Human Resources shall be an ex officio member of the committee where he / she is not a governor.

Membership and Quorum:

- Membership to be determined by the full governing board
- The committee must include at least three governors, excluding staff governors where conflicts of interest may arise
- The quorum is three governors

Terms of Reference:

1. Staffing Structure and Strategic Workforce Planning

- In consultation with the Headteacher and Finance Committee, determine and regularly review the school's staffing structure to meet the current and future needs of the school
- Ensure value for money, sustainability, and alignment with the School Development Plan (SDP)

2. Recruitment and Safer Employment

- Oversee recruitment processes for all staff, ensuring fair, transparent, and legally compliant practices in line with Keeping Children Safe in Education (KCSIE) and the school's safer recruitment policy
- Ensure appropriate checks and vetting (including DBS) are in place before employment begins

3. Staff Reductions and Restructuring

In consultation with the Headteacher and relevant staff, oversee any restructuring or redundancy processes, ensuring compliance with employment law, consultation requirements, and staff welfare considerations

4. Performance Management and Appraisal

- Review, adopt, and monitor the school's appraisal (Performance Management) policy
- Determine the membership of the Headteacher's Performance Management Panel (members may be outside this committee but must be appropriately trained)
- Oversee the implementation of performance management across the school and ensure consistency and fairness

5. Pay and Reward

- Review, adopt, and monitor the pay policy in line with national and local guidance
- Consider pay recommendations made by the Headteacher or Headteacher Performance Management Panel, and make appropriate recommendations to the Finance Committee
- Consider any formal appeals against decisions on pay or grading in accordance with the pay policy

6. Staff Well-being and Workload

- Monitor and support staff well-being, morale, workload, and work/life balance
- Review staff absence data (including patterns and causes) and promote strategies to support attendance and reduce stress-related absence

7. Staff Conduct, Discipline and Grievance

- Review, adopt, and monitor policies and procedures for managing staff conduct, capability, discipline, and grievances, ensuring compliance with employment law
- Act as a panel for any formal disciplinary, capability or grievance hearings or appeals in line with adopted policies

8. Equality, Diversity and Inclusion (EDI)

- Review, adopt, and monitor the school's equality and diversity policy, ensuring promotion of equal opportunities, fairness, and inclusion for all staff, including those with disabilities
- Ensure the school meets its obligations under the Equality Act 2010 and Public Sector Equality Duty

9. Staff Development and CPD

- Monitor the effectiveness of continuing professional development (CPD) and training, ensuring it aligns with school priorities and supports the progression and retention of staff
- Review induction and mentoring arrangements for new staff, ECTs and staff taking on new responsibilities

10. Budget and Resourcing Advice

Provide informed advice to the Finance Committee on all staffing-related costs, including pay, recruitment, training, and restructures

Note Policy review: The Committee shall be responsible for the regular review and approval of any personnel Statutory Policies recommended by the DfE and non-statutory policies required by the Full GB. Any changes will be reviewed by SLT and approved by this committee. The Committee Minutes with any revisions highlighted will be sent to the FGB Clerk who will circulate the Minutes to the FGB to receive at the next available FGB meeting.

Terms of Reference: Premises Committee

Membership:

The quorum for the Premises Committee shall consist of at least three Governors. The Premises Committee should meet at least once every term.

Purpose:

1. To ensure that an asset management plan adequately identifies the development needs and condition needs of the site
2. To undertake visits twice a year
3. To monitor the school's asset register
4. To discuss and agree summer works
5. To review annually the statutory policies and keep them updated in accordance with any statutory changes and guidelines
6. To review annually the good practice policies and keep them updated in accordance with any statutory changes and guidelines
7. To monitor the implementation of the statutory policies including risk assessments and accident records
8. To monitor that adequate staff training on Health and Safety issues is implemented for manual handling, first aid, ladders, COSHH, etc
9. To monitor accident records and ensure adequate rectification
10. To monitor procedures for school security
11. To have oversight of Capital Funding applications
12. To receive reports from Facilities/Network Manager.