

## **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: Curriculum committee**

### **Membership:**

The quorum of the Curriculum Committee shall consist of at least three Governors.

The Curriculum Committee should meet at least once every term and will consider all matters relating to curriculum provision, pupil progress and well-being:

- To review the curriculum provision at Featherstone High School at all key stages ensuring progression and transition arrangements are in place.
- In collaboration with staff, to provide information about how the curriculum is taught, evaluated and resourced.
- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice.
- To monitor and review the information about the school's performance and produce reports according to statutory requirements.
- The reviewing and monitoring of several policies and key procedures have been delegated to this committee (child protection and safeguarding, collective worship, sex and relationship education, inclusion, equality, anti-bullying, anti-racism, drugs and alcohol education, pupil behaviour, attendance and discipline). The Committee shall be responsible for the regular review and approval of any Statutory Policies recommended by the Department for Education (DfE) and non-statutory policies required by the Full Governing Body (FGB). 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.
- To advise the Finance and Personnel committee on the relative funding priorities necessary to deliver the curriculum.
- To oversee the procedure and arrangements for educational visits.
- To oversee the preparation and publication of on-line school curriculum information.
- To review the implementation of the whole school curriculum policy annually.
- To ensure that the school's management sets challenging targets for performance in public examinations.
- To review the public examinations results and the value-added by each subject area.

## **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 prepare the financial statement to form part of the annual report of the governing body to parents and for filing in accordance with Companies Act and Charity Commission requirements
- 9 To receive auditors' reports and to recommend to the full governing body action as appropriate in response to audit findings.
- 10 To work in partnership with the GUMAT in line with Scheme of Delegation and Terms of Reference

**Terms of Reference: Personnel Committee****Membership:**

The committee will have responsibility for reviewing and agreeing staff provision, agreeing procedures for staff selection, appointment and performance management, contributing to the appraisal of the Headteacher, reviewing and agreeing staff training programmes and reviewing and agreeing pay. The Academy's Head of Human Resources shall be an ex officio member of the committee where he / she is not a governor. The quorum of the Personnel Committee shall consist of at least three Governors.

**Terms of reference:**

- In consultation with the Headteacher and the Finance Committee, to determine the staffing structure of the school.
- To oversee the appointment procedure for all staff.
- In consultation with staff, to oversee any process leading to staff reductions.
- To review, adopt and monitor the procedures for dealing with staff discipline and grievances and ensure that staff are informed of these. Ensure policies are in place for the above based on Local Authority guidance.
- To act as "first committee" for formal disciplinary or complaints hearings.
- To review, adopt and monitor a Pay Policy.
- To review, adopt and monitor a Performance Management policy, and to determine the membership of the Headteacher Performance Management Group. Membership of the Headteacher Performance Management Group need not be drawn from this committee, but the committee should seek to ensure that Headteacher Performance Management Group members have received appropriate training.
- To consider recommendations on staff salaries made by the Headteacher or the Headteacher Performance Management Group and to make appropriate recommendations to the Finance Committee.
- To review, adopt and monitor the Equality Policy.
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
- To make recommendations on personnel related expenditure to the Finance Committee.
- To consider any appeal against a decision on pay grading or pay award.
- To monitor the effectiveness of staff development programmes for the school and ensure that this matches the improvement plan's priorities.
- **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.