

**1 STRATEGIC BOARD**

**Strategic Board Committee**

**Committee Structure**

Chair  
Executive Headteacher  
Head of School

**Quorum**

3 Governors

**Accountability**

Accountable to the full Governing Body

**Terms of Reference**

- To meet and consider the agendas for the full Governing Body and its committees taking into account LA agendas from Governor Forums
- To agree by early in the autumn term, the programme of work and calendar of meetings for the Governing Body and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents.
- To monitor the progress of work being undertaken by committees and individuals
- To establish and keep under review the Critical Incident policy and procedures
- To consider recommendations made by committees with regard to the working of the Governing Body
- To establish and keep under review a Code of Conduct for the Governing body
- To establish and keep under review arrangement for Governors visits to school
- To oversee arrangements for Governor involvement in formulating and monitoring the School Improvement Plan
- To make recommendations to the Governing Body to establish exceptional working arrangements when particular circumstances arise eg a joint committee to oversee a building project or a special committee to oversee an Ofsted inspection
- To be available and respond to matters of particular difficulty, sensitivity, or emergency and offer advice to the Headteacher
- To undertake tasks delegated to it by the Governing Body.

“A critical incident may be defined as any sudden and unexpected incident or sequence of events which causes trauma within a school community and which overwhelms the normal coping mechanisms of that school.”

## 2 RESOURCES COMMITTEE– (REST)

### **Membership:**

3-7 Governors including the Headteacher.

### **Chair:**

The Chair of the Committee will Chair to the Governing Body.

### **Quorum:**

The quorum is three Governors and at least two of the Governors present should not be employed at the school.

### **Clerk:**

The Clerk to the Committee will a member of the Committee.

## **TERMS OF REFERENCE: RESOURCES TEAM (REST)**

**The Resources Team** will oversee:

- the school finances ensuring that the school operates within the financial regulations of the Local Authority, where appropriate, and complies with any DfE and SVFS requirements, responding to any issues arising from the audit of the school's accounts or SFVS review and ensuring value for money.
- the maintenance and development of the school site and premises.
- the adoption and implementation of staffing policies and procedures, ensuring that all principles of good and fair employment practice are adhered to, that staff and trade unions are consulted and legal requirements fulfilled.

**In particular the team will:**

### **Finance**

- Set and approve the budget, ensuring the budget reflects the school's prioritised educational objectives outlined in the School Development/Improvement Plan.
- To establish and maintain an up to date medium-term financial plan (3 year budget projection), in consultation with the Headteacher, that reflects the School Development Plan (SDP). This will include forecasting the likely future pupil rolls and income levels.
- To monitor budgeted income and expenditure, to ensure planned expenditure for the year does not exceed the available resources and report any significant variances to the Governing Body.

- Formally approve in year budget revisions to the annual budget set within the Headteacher's delegated limits.
- To ensure that accounts are properly finalised at year-end in accordance with the Doncaster School's Financial Regulations and other statutory legislations.
- Consider the policy for balances in accordance with Doncaster School's Financial Regulations, including regularly reviewing the level of the school balance and the spending plan for the balance.
- Explore different expenditure options and assess expenditure bids.
- Ensure that the school operates within the Doncaster School's Financial Regulations and provide financial information as required to the Local Authority.
- Evaluate the effectiveness of financial decisions and refer specific problems to the Governing Body/relevant Committee.
- To monitor expenditure of all the school's voluntary/private funds and ensure an annual audit is carried out in accordance with the Doncaster School's Financial Regulations.
- Appointment of an auditor that is independent of the operation of the funds.
- To approve the spending decisions where there is a balance on the school's voluntary/private funds.
- Review and respond to reports by Internal Audit on the effectiveness of the financial procedures and controls.
- Approve the school's annual procurement plan.
- To approve the ordering of all goods and services, and the payment of all accounts in excess of the degree of financial delegation given to the Headteacher of £5000.
- To approve all procurement in excess of the Headteachers delegated limits.
- All tenders and written quotes obtained in accordance with the School's Financial Regulations will be considered and the best value bid is approved.
- Consider and approve the Local Authority traded services buy-back decisions.
- To make decisions on expenditure following recommendations from other Committees.
- Confirm adoption of Doncaster School's Financial Regulations.

- To annually review the school's Finance Policy for approval by the Governing Body.
- To ensure that the financial procedures are documented, regularly reviewed and approved on annual basis.
- Consider and approve the authorised signatories.
- Approval of the annual school asset/inventory report.
- To annually review and approve fee policy, including lettings charges, remissions and expenses policies.
- To ensure that the school's financial performance is benchmarked and compared at least annually to similar schools, reasons for differences examined and action taken where necessary.
- Evaluate the soundness and effectiveness of the school's financial management systems against the school's Financial Regulations by carrying out an annual self assessment.
- Consider the Statement of Internal Control and evidence supplied, for the nominated representative to sign.
- To annually prepare the School Financial Value Standard return and supporting evidence for approval by the Governing Body.
- Review the financial position in regards to extended school services and charges.
- Review and approve the school's Anti-Fraud and Corruption Policy.
- Approve the school's Whistleblowing Policy.

### **Premises, Health and Safety**

- monitor the condition of the school premises and monitor the repairs and maintenance budget.
- draw up medium and long term plans relating to the repair, maintenance and development of premises and recommend action to the Governing Body.
- agree the lettings and charges policy for the use of school premises.
- keep the health and safety and emergency procedures and policies under review, ensuring that necessary checks and assessments are carried out and prioritised for action.

- Ensure the safe management and maintenance of asbestos, fire safety and statutory testing. For a comprehensive overview of the legislation and compliance requirements, please see Compliance Monitoring for Council Buildings: [http://www.fedps.org.uk/compliance\\_monitoring.pdf](http://www.fedps.org.uk/compliance_monitoring.pdf) which sets out the responsibilities for employers and duty holders. Independent schools, Academies and Free Schools have sole responsibility. For maintained schools, both Local Authorities and schools have responsibilities for the repair and maintenance of premises.

### **Staffing**

- agree the staffing establishment and structure (teaching and non-teaching) at least annually in relation to the budget and the school development plan; and present any proposed changes to the full Governing Body, for consideration and approval.
- keep under review appropriate staffing policies and procedures - including grievance, discipline, redundancy, capability and performance management, sickness absence, whistle blowing, pay and conditions of employment - and ensure staff are consulted and informed appropriately.
- recommend to the Governing Body the procedure for filling vacancies and making staff appointments below the Leadership Group.
- to appoint all teaching and support staff except the Headteacher and Deputy Headteacher
- ensure that the school complies with the General and Specific Equality Duties in relation to staff.
- ensure the school complies with the latest requirements in relation to safe recruitment and safeguarding procedures.
- consider any issues referred by the Headteacher outside any scheme or policy adopted by the Governing Body.

### **Governing Body**

- Headteacher and Deputy Headteacher.

### **Headteacher and Chair/Vice-Chair**

- To appoint all supply staff and temporary staff for up to one month's contract.

That all appointments which are required to be made in cases of urgency or other exceptional circumstances as identified by the Chair and Headteacher, be delegated to the Headteacher and one other Governor.

## **Pay**

- To review annually the salaries of teaching staff and approve the salary statements in line with the school's Pay Policy.
- To consider the Headteacher and Deputy Headteacher's salaries following Performance Management.
- To achieve the aims of the whole school pay policy in a fair and equal manner.
- To apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review.
- To observe all statutory and contractual obligations.
- To minute clearly the reasons for all decisions and report these decisions to the next Governing Body meeting.
- To recommend to the Governing Body the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of discretion. The Pay Committee will recommend that the Governing Body makes application for any additional funding available to support this process.
- To keep abreast of relevant developments and to advise the Governing Body when the school's pay policy needs to be revised.
- To appoint and work with the School Improvement Partner as applicable.
- To work with the Headteacher in ensuring that the Governing Body complies with the Performance Management Regulations.

## **3 CURRICULUM AND STANDARDS COMMITTEE (CAST)**

### **Membership**

3-7 Governors including the Headteacher.

### **Chair**

The Chair of CAST will be the Chair of the full Governing Body, or in his/her absence another member of the Committee appointed at the meeting

### **Quorum**

The quorum is any three Governors, at least two of whom are not employed at the school.

**Clerk**

The Clerk to the Committee will be a member of the Committee

**Overall Purpose of CAST**

The overall purpose of CAST is to:

- monitor standards achieved by pupils and help them achieve more;
- monitor the school's success in promoting Inclusion;
- ensure that the school development plan is focused on appropriate priorities for raising standards at the school;
- ensure that school policies are reviewed on a regular basis to promote improved standards and contain appropriate targets/success criteria.

In carrying out all its responsibilities the Committee must act:

- in partnership with the Headteacher;
- in accordance with statutory requirements;
- in accordance with any general principles set by the full Governing Body; after consulting (as appropriate) staff, parents, pupils, the LA,

**TERMS OF REFERENCE: CURRICULUM AND STANDARDS COMMITTEE (CAST)****A STANDARDS AND PRIORITIES**

- To monitor pupil standards and help them achieve more.
- To include in the monitoring of standards, the achievement of pupils in particular groups, including boys/girls, children with learning difficulties and disabilities, gifted and talented children, children from minority ethnic groups and children looked after by the local authority, to ensure that there is a 'closing of the gap' in educational achievement.
- To take into account all relevant advice from the STEP, the Local Authority, the Diocese, Ofsted and other external bodies.
- To ensure that the school development plan addresses the priorities for raising standards, including appropriate targets/success criteria.
- To monitor the effectiveness of the relevant sections of the school development plan each term.
- To monitor the school's processes and procedures in place to ensure that pupils are well behaved and safe.
- To monitor and evaluate the quality of teaching and learning.
- To monitor and evaluate the quality of leadership and management within school (including that of the Governing Body).
- To monitor the use of Pupil and Sports Premiums funding to ensure

that it is targeting the pupils it is intended for, along with their individual priorities.

## **B POLICY RESPONSIBILITIES**

- To ensure that school policies (including those specified below) are reviewed on a regular basis to promote improved standards and contain appropriate targets/success criteria.

### **Governing Body's statutory responsibilities for the overall curriculum**

- To review the Governing Body's curriculum policy annually and to present any draft amendments to the full Governing Body for consideration and approval.

### **Governing Body's policy on sex education**

- To review the Governing Body's sex education policy once every two years and to present any draft amendments to the full Governing Body for consideration and approval.

### **Governing Body's policy on the identification, assessment and provision for pupils with special educational needs**

- To review the Governing Body's policy on the identification, assessment and provision for pupils with special educational needs, its implementation and its impact at least once every two years and to present any draft amendments to the full Governing Body for consideration and approval.

### **Statement of general principles to which the Headteacher must have regard when determining measures to promote good behaviour and discipline (Section 61 of the School Standards and Framework Act 1998)**

- To review the statement agreed by the full Governing Body, its implementation and its impact at least once every two years and to present any draft amendments to the full Governing Body for consideration and approval. Parents will be consulted as part of any major review.

### **Child Protection/Safeguarding**

- To review child protection arrangements at least annually to ensure that the school:
  - designates a member of staff to be responsible for co-ordinating child protection within the school and for liaising with other agencies, including the Doncaster Safeguarding Children Board (DSCB) and to receive appropriate training:

- has an up-to-date policy on child protection in accordance with statutory requirements, DfE and LA advice and the requirements of the procedures of DSCB;
- communicates the policy to staff and parents;
- monitors the policy regularly; and
- evaluates the policy regularly.

### **Safeguarding**

- To ensure that policies and procedures are in place to reduce barriers to learning, improve behaviour, attendance and punctuality and reduce exclusions: review annually.
- To ensure that the school offers equality of opportunity to all children whatever their gender, ethnicity, religion, background or ability through all its policies, procedures and practices.
- To ensure all Safeguarding and Child procedures are in place and comply with statutory obligations.
- The Designated Safeguarding Governor to monitor the school's Single Central Record (SCR) on a termly basis.
- To consider, in conjunction with the Headteacher, all welfare issues concerning pupils.
- To monitor the pattern and frequency of fixed-period exclusions for different groups of pupils and the impact of any unacceptable behaviour on other pupils in line with the Behaviour Policy.
- To monitor any incidents of bullying and harassment – including cyber-bullying and prejudice-based bullying related to special educational need, sexual orientation, sex, race, religion and belief, gender reassignment or disability.
- To monitor the school's actions to promote inclusivity and address discriminatory or derogatory language.
- To monitor the views of parents and pupils regarding behaviour and safety.
- To monitor all matters relating to site security.

Quorum: 3

### **C CONTRIBUTION TO SCHOOL SELF-REVIEW**

- To ensure that the Self Evaluation Summary (SES) reflects the Committee's conclusions on standards in the school and the following related issues:
  - Pupil Achievement;
  - Quality of Teaching;

- Behaviour and Safety;
- Leadership and Management; and
- Priorities for Future Development.

#### **D ATTENDANCE**

- To monitor attendance and punctuality levels
- To review and approve policy for Attendance
- To set statutory attendance targets annually
- To review and approve the Home/School Agreement
- To have an overview of the guidance with regard to Exclusion

#### **E SCHOOL VISITS**

- To receive details of category A and B visits
- To oversee and authorise the risk assessments for category C and D visits involving London, overnight/residential visits, visits abroad or high-risk outdoor activity in line with LA procedures. (These must be authorised by the Local Authority)
  - A – Visits within walking distance of the school
  - B – Visits requiring transport but not involving water or anything adventurous
  - C – Visits including water, adventurous activities or residential
  - D – Visits abroad

#### **F ADMISSIONS**

To determine pupil admissions to the school in the event of over-subscription to Year 3 and/or potential over-subscription to any Year during the course of the year.

#### **G PARTNERS**

- To support the school in its pursuit of effective links with parents/carers, the local and wider community and other key stakeholders including the local parish and its Church
- To consider and approve the School Prospectus
- To meet with the School Council
- To oversee policies relating to extended schools
- To support the school in its development work on the extended schools agenda
- To have oversight of matters relating to pupil transition
- To monitor and review relevant policies including communications

Quorum: 3

#### **4 STAFF DISCIPLINARY COMMITTEE - Quorum 3**

- To be convened as required with membership decided at the time
- To consider all staff discipline issues referred to the Governing Body

5 **STAFF APPEALS COMMITTEE** - Quorum 3

- To be convened as required with membership decided at the time
- To consider all appeals submitted by members of staff for staff discipline and pay appeals.

6 **PUPIL DISCIPLINE COMMITTEE** - Quorum 3

- To be convened as required with membership decided at the time
- To be responsible for pupil exclusion meetings