

Harting C of E Primary School

Constitution for Governors' Committees; Review Frequency: Annually

1. A Committee shall consist of not less than three members of the Governing Body.
2. The membership and terms of reference of the Committee shall be decided by at least two-thirds (rounded up) of the current membership of the Governing Body.
3. The membership of the Committee may not include non-governors, unless co-opted for a special purpose.
4. The Committees are mainly advisory with some delegated responsibilities and will submit recommendations to the full Governing Body for ratification.
5. The Headteacher and the Chairman of the Governing Body are entitled to attend any meeting.
6. Where there is a conflict of interest between a member and the interest of the body as a whole, or where the principles of natural justice require a fair hearing and there is reasonable doubt about the person's ability to act impartially, they should withdraw from the meeting and not vote.
7. The Chair of the Committee has the casting (or second) vote.
8. The Governing Body may abolish a Committee or withdraw its delegated powers.
9. The Governing Body will, at its first meeting of the year, elect Chairs for each of the Committees. All Governors are eligible apart from the Headteacher or any employee of the school.
10. Members of the Committees are entitled to seven days warning of a meeting and to receive an agenda. A shorter timescale may be given if the Committee chair decides an issue needs urgent attention.
11. Minutes of all Committee meetings must be kept and must be available for inspection.

Harting C of E Primary School Personnel Committee

Terms of Reference; Review Frequency: Annually

The Personnel Committee will:

1. Monitor interviewing procedures and staff structure.
2. Review staff policies and salaries.
3. Ensure work/life balance is taken into account in decisions relating to staff.
4. Set up pupil discipline, staff dismissal and staff dismissal appeal committees as and when needed.
5. Ensure a Performance Management sub-committee is adequately trained to set targets for the Headteacher and to set the Headteacher's salary.
6. Monitor staff absence.
7. Monitor the use of the School Improvement budget for staff training, ensure value for money and review its effectiveness.
8. Ensure all recruitment and appointment of staff complies with the law, particularly as regards equal opportunities.

Harting C of E Primary School Curriculum Committee

Terms of Reference; Review Frequency: Annually

The Curriculum Committee will:

1. Ensure that the National Curriculum and Religious Education is delivered in accordance with legal framework;
2. Monitor student progress and achievement, particularly in relation to agreed pupil performance targets;
3. Monitor the school's overall performance and agree strategies for raising standards;
4. Contribute as appropriate to the School Development Plan;
5. Ensure appropriate arrangements are made for pupils with special educational needs;
6. Monitor and review the provision for gifted and talented pupils;
7. Monitor and review all curriculum related policies in line with an agreed policy review timetable;
8. Monitor and review the progress of selected key school improvement/development priorities;
9. Receive an analysis of the PANDA and LEA School Profile data in order to consider the school's performance in relation to all schools and similar schools nationally within West Sussex;
10. Assist in the preparation of school performance for inclusion in the School Profile;
11. Review and agree the School Prospectus;
12. Prepare, in partnership with the headteacher, for an OFSTED inspection. Contribute to the post-OFSTED action plan; and
13. Ensure parents are kept informed about key developments relating to the curriculum and provided with the necessary information on their children's progress in line with legal requirements.
14. Evaluate the impact of curriculum projects.

Harting C of E Primary School Resources Committee

Terms of Reference; Review Frequency: Annually

The Resources Committee will:

1. Set the budget in line with the School Improvement Plan and present it to the full Governing Body for approval.
2. Monitor expenditure and agree additional items
3. Meet at least once a term.
4. The Chair and the Headteacher to monitor the monthly data exchange with the LEA and agree any variations or changes to the budget with the Bursar.
5. Agree the level of delegation to the Headteacher for the day to day financial management of the school.
6. Evaluate spending to ensure the budget provides value for money in terms of raising standards of education.
7. Authorise signatories for the school bank account.
8. Ensure the audit of all non-public (voluntary) funds.
9. Ensure recommendations arising from school audits are properly implemented.
10. Ensure a register of pecuniary and business interest for Governors and Staff is kept and is open to inspection.
11. Organise the preparation and implementation of a Premises Development Plan (PDP) which details the annual programme of repairs, maintenance and improvements.
12. Organise the preparation and implementation of a Building Development Plan (BDP) as necessary.
13. Agree the level of delegation to the Headteacher for the day to day responsibility for the premises.
14. Ensure the preparation and regular review of a written Accessibility Plan.
15. Receive reports on the general maintenance of buildings and grounds.
16. Set the level of maintenance that the school is able to purchase from service providers.
17. Ensure the school complies with Health and Safety regulations.
18. Ensure adequate premises insurance.
19. Determine a policy on Extended Schools, including a scale of charges.
20. Monitor the School Travel Plan.