**TERMS OF REFERENCE**

**Brockhampton Governing Body Committee Structure**

**GENERIC TERMS OF REFERENCE FOR ALL COMMITTEES**

**Membership**

* Not less than three Governors appointed by the Governing Body plus any Associate members appointed by the Governing Body to the Committee.
* The Committee may make recommendations to the Governing Body for co-option of non-Governor members.
* The Committee Chair should be appointed at the beginning of each school year by the governing body or by the Committee and shall not be an Associate member or a non-Governor member. NB a staff Governor/Headteacher may chair a Committee but must not be responsible for taking minutes.
* The Chair of Governors can be an ex-officio member of each Committee and may attend each Committee meeting and vote because they have chosen to be a Governor.
* The Headteacher may attend meetings and may vote unless they have chosen not to be a Governor.

**Quorum**

* Three Governors who are appointed members of the Committee.

**Meetings**

* At least three times in each school year prior to ordinary full Governing Body meetings.
* In the absence of the Chair, the Committee shall choose an acting Chair for that meeting from among their number.
* In the event of a tied vote the Chair or acting Chair shall have a second or casting vote.

**General Terms**

* To act on matters delegated by the full Governing Body.
* To liaise and consult with other Committees where necessary.
* Ensure Governors have a clear understanding of the vision and aims and strengths and weaknesses of the school so they can effectively contribute to the school’s self-evaluation process.
* To contribute to the School Improvement Plan.
* **Although primary responsibilities for policies concerning Health and Safety, Inclusion, and Safeguarding, are delegated to specific Committees, all Committees should consider relevant aspects of these.**

**SPECIFIC TERMS OF REFERENCE**

**CHILDREN, FAMILIES & COMMUNITY COMMITTEE**

*Including Safeguarding, Attendance, LAC, Pupil Premium*

* To advise the Governing Body on the school’s Safeguarding policies and its statutory obligations regarding Safeguarding procedures.
* To monitor the child protection staff training profile and the Single Central Record.
* To consider and advise on the appropriateness of any actions taken following an incident that involves the safeguarding of children at the school or on its premises.
* To scrutinise the School Development Plan as an agenda item for each meeting, to keep the safeguarding elements and progress on actions under review.
* To review and evaluate behaviour and attendance.
* To review safer recruitment.
* To attend training as required in line with Keeping Children Safe in Education guidance.
* To keep up to date with changing legislation in the areas of safeguarding and child protection.

**CURRICULUM, ACHIEVEMENT & ATTAINMENT COMMITTEE**

***Including School Development Plan, Self-Evaluation Form, Curriculum, SMSC, Learning and Teaching, SEND***

* To review, adopt and monitor an overall curriculum policy.
* To review and evaluate the quality of teaching and learning
* To review and evaluate the quality of provision in the Early Years
* To review and evaluate the impact of pupil involvement in school i.e. School Council
* In collaboration with staff, to provide information about how the curriculum is taught, evaluated and resourced.
* To review and evaluate links with other schools and the local community.
* To review and evaluate PHSCE and pupil wellbeing.
* To review and evaluate provision for Children Looked After.
* To ensure that the requirements of children with special needs and disability are met, as laid out in the Code of Practice.
* To advise the Finance and Audit Committee on the relative funding priorities necessary to deliver the curriculum.
* To oversee the arrangements for educational visits including the appointment of a named Co-ordinator.
* To review, adopt and monitor the implementation and impact of policies as indicated on the list contained in the Appendix.

**FINANCE AND AUDIT COMMITTEE**

*Including Personnel*

**External Audit**

* **To consider the appointment of the external auditor and assess independence of the external auditor, ensuring that key audit personnel are rotated at appropriate intervals.**
* **To recommend the audit fees to the FGB and pre-approve any fees in excess of £10,000 in respect of non-audit services provided by the external auditor and to ensure that the provision of non-audit services does not impair the external auditors’ independence or objectivity.**
* **To oversee the process for selecting the external auditor and make appropriate recommendations through the FGB to consider at any general meeting where the accounts are laid before members.**
* **To discuss with the external auditor the nature and scope of each forthcoming audit and to ensure that the external auditor receives the fullest co-operation.**
* **To review the external auditor’s annual management letter and all other reports and recommendations, together with the appropriateness of management’s response.**
* **To review the performance of the external auditor on an annual basis.**
* **To recommend to members the appointment / re-appointment of the external auditor.**
* **To review and consider the circumstances surrounding any resignation or dismissal of the external auditor in conjunction with members.**

**Internal Audit**

* **To review the programme and ensure that the function is adequately resourced.**
* **To review the reports and recommendations, together with the appropriateness of management’s response.**
* **To monitor the implementation of action agreed by management in response to reports from the external auditor and internal auditor.**

**Financial Management**

* **To keep under review the school’s financial management and reporting arrangements, providing constructive challenge (where necessary) to the actions and judgements of management in relation to the financial accounts, statements and reports and the annual accounts and financial statements, prior to submission to the FGB paying particular attention to:**
* **critical accounting policies and practices, and any changes in them**
* **decisions requiring a major element of judgement**
* **the extent to which the financial statements are affected by any unusual or complex transactions in the year and how they are disclosed**
* **the clarity and transparency of disclosures**
* **significant adjustments resulting from the audit**
* **the going concern assumption**
* **compliance with accounting standards**
* **compliance with Academy Trust Handbook and legal requirements.**
* **To receive reports on the outcome of investigations of suspected or alleged impropriety.**
* **To ensure that any significant losses are investigated and reported to the ESFA where required.**
* **To keep under review the adequacy and effectiveness of the school’s governance, risk management and internal control arrangements, as well as its arrangements for securing value for money, through reports and assurances received from management, the internal auditor, the external auditor and any other relevant independent assurances or reports.**
* **To review all risk and control related disclosure statements, in particular the school’s annual “Statement on Internal Control”, together with any associated reports and opinions from management, the external auditor and internal auditor, prior to endorsement by the FGB.**
* **To review any recommendations made by the Secretary of State for Education for improving the financial management of the Academies.**

**Personnel**

* **In consultation with the Headteacher, to determine, and keep under review, the staffing structure of the school to include an agreement regarding the rational and number of job share posts.**
* To oversee the appointment procedure for all staff.
* To review job descriptions for staff as appropriate and recommended by the Headteacher.
* To review, adopt and monitor a policy statement on staff consultation and to undertake any formal consultations.
* To annually review, adopt and monitor the procedures for dealing with staff discipline and grievances and ensure that staff are informed of these.
* To act as “first Committee” for formal disciplinary or complaints hearings.
* To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
* To determine the membership of the Headteacher Performance Management Group. Membership of the HTPM group need not be drawn from this Committee, but the Committee should seek to ensure that HTPM group members have received appropriate training.
* To establish and approve on an annual basis a Pay Policy for all categories of staff and to be responsible for its administration and review including the staffing structure.
* In consultation with the Headteacher, review the pay of all other members of staff annually in line with legal requirements and with reference to the performance management process.

**General**

* **To review or investigate any other matters referred to the Committee by the FGB.**
* **To draw any significant recommendations and matters of concern to the attention of the FGB.**
* To review, adopt and monitor the implementation and impact of policies as indicated on the list contained in the Appendix.

**SITE COMMITTEE**

*Including Health and Safety, Forest School, Buildings and* *Premises*

* To promote awareness of site, and health and safety issues. This will include school security, energy consumption and environmental issues.
* To make recommendations to the Governing Body regarding site, health and safety, and related matters.
* To scrutinise the progress of any new build or refurbishment project.
* To participate in the process of reviewing the site and health and safety development plan for the SDP and to recommend new SDP objectives to the Governing Body.
* To review and evaluate the health and safety audit.
* To keep up to date with documentation and policies relating to all site matters, health and safety and to report to the Governing Body.
* As an aspect of the implementation of the SDP and with due regard to the Asset Management Plan, to keep under review and to advise the Governing Body on the general condition, usage, and strategic development of the school's buildings and their fabric and sites and to ensure that health and safety issues are met.
* To review, adopt and monitor the implementation and impact of policies as indicated on the list contained in the Appendix.

**APPENDIX**

**CAA**: Curriculum, Achievement & Attainment Committee; **FA**: Finance & Audit Committee

**FGB**: Full Governing Body; **Site**: Site Committee

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Remote Learning | CAA |  | Induction of New Staff | FGB |
| Supporting Medical Conditions | CAA |  | NQT/Two Year Induction | FGB |
| Sex, Relationships and Health Education | CAA |  | Freedom of Information Privacy Notice – School Workforce | FGB |
| Curriculum | CAA |  | GDPR Impact Assessment | FGB |
| Home-School Agreement | CAA |  | Cyberbullying | FGB |
| Disability and Equality | CAA |  | Safer Recruitment and Selection | FGB |
| Gifted and Talented | CAA |  | Safeguarding and Child Protection | FGB |
| SMSC | CAA |  | Social Media | FGB |
| British Values Statement | CAA |  | Data Management Plan | FGB |
| EYFS | CCA |  | Data Protection | FGB |
| Finance | FA |  | Extremism and Radicalisation | FGB |
| Charging and Remissions | FA |  | Governor Visits | FGB |
| Teacher Appraisal and Capability | FA |  | Retention of Pupil Records | FGB |
| Whistleblowing | FA |  | Records Management | FGB |
| Risk Management | FA |  | Disaster Recovery and Continuity Plan | FGB |
| Complaints | FGB |  | Display | FGB |
| Attendance | FGB |  | Staff Absence | FGB |
| Bereavement | FGB |  | Anti-Bullying | FGB |
| E-Safety and Acceptable Use | FGB |  | Governor Induction | FGB |
| Members Allowances | FGB |  | Children Missing Education | FGB |
| Adult Volunteers | FGB |  | Online Safety | FGB |
| Child Peer on Peer Abuse | FGB |  | Fire Policy Statement | Site |
| Code of Conduct | FGB |  | Health and Safety | Site |
| Intimate Care | FGB |  | Educational Visits | Site |
| Social, Emotional and Mental Health | FGB |  | First Aid | Site |
| Admissions | FGB |  | Covid-19 | Site |
| Behaviour and Relationships | FGB |  | Accessibility Plan | Site |
| SEND | FGB |  | Drug and Alcohol | Site |
| Staff Grievance | FGB |  | No Smoking | Site |
| Exclusions | FGB |  | Risk Assessment | Site |
| Allegations Against Staff | FGB |  | Asthma | Site |
| Freedom of Information Privacy Notice – Children and Families | FGB |  | Positive Handling and Restraint | Site |
| Photos and Videos | FGB |  | Food | Site |
| Looked After Children | FGB |  | Premises Management | Site |
| Pay | FGB |  | Stress Management and Staff Well Being | Site |
| Inclusion | FGB |  | Intruders and Critical Incidents | Site |